SCHOOLS FINANCE

STAR ACCOUNTS

User Log In

Enter User ID:

Enter Your Password:

Log In

Change Password

Cancel

BCR

CFR	Description	Budget
I01	Funds Delegated by the LEA	-3,891,390
I02	Funding for sixth form students	-1,333,145
I03	SEN funding (not for special schools)	-209,942
I04	Funding for ethnic minority pupils	0
I05	Standards Fund	-277,702
I06	Other Government Grants	-336,832
I07	Other Grants & Payments Received	-128,954
I08	Income from Facilities & Services	-67,082
I09	Income from Catering	-116,850
I10	Receipts from Supply Teacher Insurance Clai	0
I11	Receipts from Other Insurance Claims	-600
I12	Income from Contributions to Visits, etc	-8,200
I13	Donations and/or Private Funds	0
I14	School Standards Grant Pupil Focused	0
I15	Pupil Focused Extended School Funding	0
I16	Community Focused Ext School Funding	0
I17	Community Focused Ext School Facilities Inc	0
I20	Surplus Brought Forward	0
I21	Deficit Carried Forward	0
	Income	-6,370,697
E01	Teaching Staff	3,601,165
E02	Supply Staff	39,750
E03	Education Support Staff	516,848

Main

September 201

Transactions | Records | Process | R

Show All

Pay/Receive Orders

New Order

Delete Order

Print Order

E-Mail Order

Outstanding Orders Report

Aged Creditor Report

Generate Yearend Creditors

USER GUIDE
Version 5.84

Schools Finance
STAR ACCOUNTS – User Guide
Contents

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STAR ACCOUNTS – User Guide
Contents

Main Menu Tabs

Click on the required Tab to view the options as below

The Main Menu of each type of datafile within Star Accounts has a separate colour to distinguish between the datafiles selected:
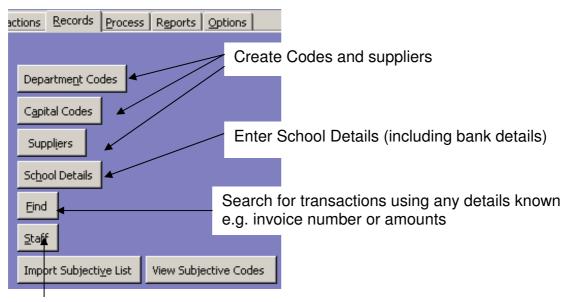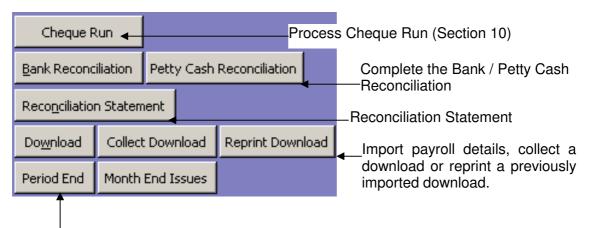
| Main | School Fund | Children's Centre | Cluster | Day Care | Extended | Sports Centre |

Transactions

View budget revisions.

Enter invoices, credit notes and adjustments.

Enter, receive and pay orders.

Recode Purchasing Card Transactions.

Enter journals.

Records

Create Codes and suppliers

Enter School Details (including bank details)

Search for transactions using any details known e.g. invoice number or amounts

Enter / view staff details

Process

Process Cheque Run (Section 10)

Complete the Bank / Petty Cash Reconciliation

Reconciliation Statement

Import payroll details, collect a download or reprint a previously imported download.
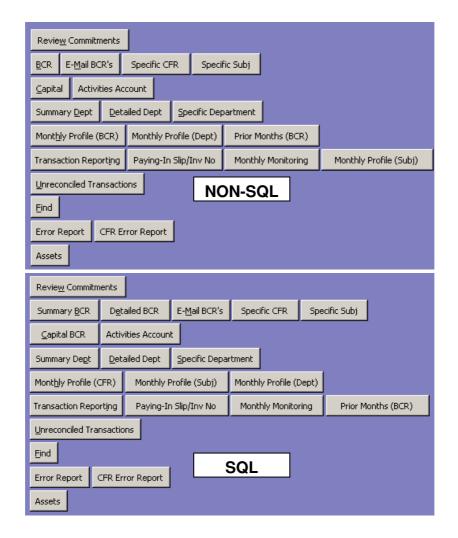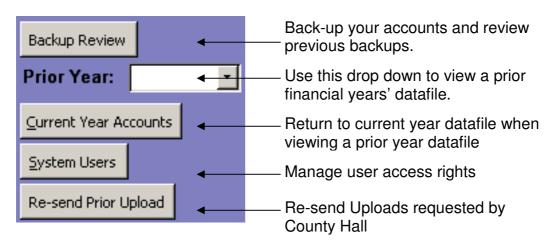
Process Period End (Section 14), view a list of common month end issues to be resolved

Reports – See Section 17 for Details of Reports

NON-SQL

Review Commitments

BCR | E-Mail BCR's | Specific CFR | Specific Subj

Capital | Activities Account

Summary Dept | Detailed Dept | Specific Department

Monthly Profile (BCR) | Monthly Profile (Dept) | Prior Months (BCR)

Transaction Reporting | Paying-In Slip/Inv No | Monthly Monitoring | Monthly Profile (Subj)

Unreconciled Transactions

Find

Error Report | CFR Error Report

Assets

SQL

Review Commitments

Summary BCR | Detailed BCR | E-Mail BCR's | Specific CFR | Specific Subj

Capital BCR | Activities Account

Summary Dept | Detailed Dept | Specific Department

Monthly Profile (CFR) | Monthly Profile (Subj) | Monthly Profile (Dept)

Transaction Reporting | Paying-In Slip/Inv No | Monthly Monitoring | Prior Months (BCR)

Unreconciled Transactions

Find

Error Report | CFR Error Report

Assets

Options

Backup Review — Back-up your accounts and review previous backups.

Prior Year: — Use this drop down to view a prior financial years' datafile.

Current Year Accounts — Return to current year datafile when viewing a prior year datafile

System Users — Manage user access rights

Re-send Prior Upload — Re-send Uploads requested by County Hall

Debtors

Use this menu to generate invoices, record payments and produce a subsidy claim – See Section 18.

This is an **Exit** key when seen anywhere within Star Accounts. Clicking this button will close the current screen you are viewing.

Star Accounts Toolbar
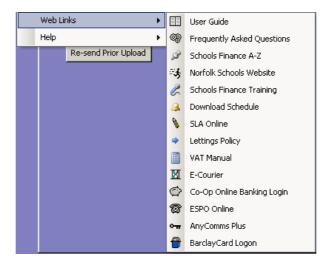
These options are accessed via the Star Accounts menu within the toolbar.

Closes the current screen only

Opens a remote connection to Schools Finance

Switch between Main school Datafile and other datafiles (e.g. school fund) if applicable

Export all transactions held within Star Accounts to Excel.

Closes Star Accounts fully

Star Accounts Web Links Menu

Various links to useful sections of the Schools Finance Team website have been included within the "**Web Links**" menu.

Please Note: If you are required to log-in to access the internet you will need to do this before the relevant link will open.

Star Accounts Help Menu

Upgrade STAR - Star Accounts will automatically upgrade to the latest version via the AVCO AnyComms system if an upgrade is available. Select this option to manually upgrade your accounts between the automatic updates.

Subjective Code Update - This option should only be selected if you are notified of changes to subjective codes or at the beginning of the new financial year.

Email Current Datafile - Use this option to send County Hall a copy of your financial data. The email created will default to the address efs.fso@norfolk.gov.uk - you can overtype this address with any required email address.

AVCO Current Datafile – Use this option to send County Hall a copy of your financial data if you are unable to send emails from your computer. This process will place a copy of the current datafile into the 'Department' folder of your AVCO Outbox.

Update ESPO Catalogue - Click this link to update your ESPO catalogue contained within Star Accounts.
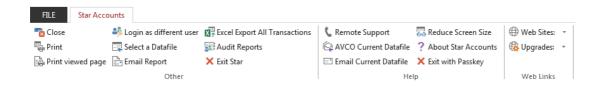
Reduce Screen Size – The forms within Star Accounts have been designed to fill the screen when viewed with a screen resolution of 1024 x 768. If you cannot see a full form on screen it is likely your screen resolution is too large. Clicking this button will alter your computers screen resolution to 1024 x 768. The screen resolution will revert back to its original setting when you log out of Star Accounts.

About Star Accounts – This will open a screen giving details regarding the version of Star Accounts you are using and where Star Accounts is located on your machine.

Access 2007 and above Star Accounts Drop-Down

If you are using Microsoft Access 2007 and above the Star Accounts Drop Down will appear as below. The options shown will complete the same functions as those described above.
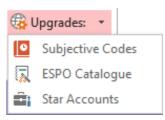
Please Note: The Upgrade Options shown in the Help section of 2003 drop down have been moved to the "**Upgrades**" section in the 2007 and above versions.

Web Sites: To view any of the website links as described above select the required website from the drop down list.

Upgrades: To run any of the automatic upgrades select the required upgrade from the drop down list.

Top Tips

The following shortcuts are available within Star Accounts:

F1 Key   Pressing the F1 key at any time within Star Accounts will automatically open the online User Guide to the relevant section according to the screen you are viewing

Ctrl & O   Create an Order *

Ctrl & E   Create an ESPO Order *

Ctrl & L   Shows the last transaction entered in the Accounts

Ctrl & T   Create New Transaction *

Ctrl & F   Open the Find Screen

Ctrl & R   Opens the Reconciliation Statement

Ctrl & M   Opens the Monthly Monitoring Report (See Section 17) *

Ctrl & A   Opens the 'About Star Accounts' Screen

Ctrl & Shift & I   Opens Remote Support.
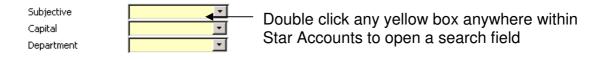
***** *= These shortcuts can only be used when viewing the Main Menu.*

Within Star Accounts if a letter on a button is underlined you can press Alt and that letter to go to the screen that button relates. For example:

Alt & N will enter the department codes screen

Alt & T will open the Transactions Tab

Double click any yellow box anywhere within Star Accounts to open a search field

Schools Finance
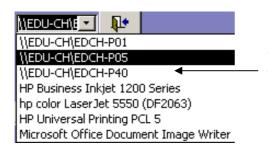
STAR ACCOUNTS – User Guide

Section 1 - Finding your way around 'Star Accounts'

Printing from Star Accounts

Any reports printed within Star Accounts are automatically sent to your computers default printer, using your printers default settings. To select a different printer click the '**Printer(s)**' button on the Main Menu

A list of all printers that appear in the Printers folder of the current computer will then be shown:

Select the required printer from the drop down list. Once selected this list will disappear and the 'Printer(s)' button will reappear

Please Note: Once a printer is selected everything that is printed during the current Star Accounts session will default to that printer. However, once Star Accounts is closed the printer will be reset to the computers default printer.

Logging into Star Accounts
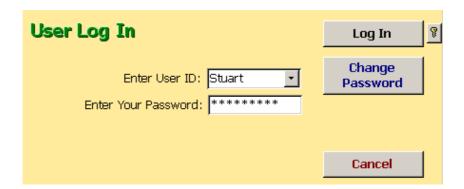
  From the desktop double click your Star Accounts shortcut.

Double click the datafile you wish to enter – this will take you to the user login screen as shown below. Main.mdb is the account you will normally use on a daily basis for your school.
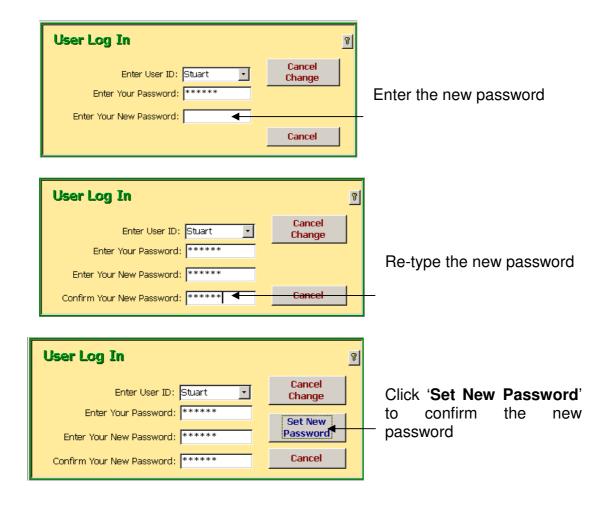
Select the required user name from the "**Enter User ID**" drop down list, and then enter your password and click "**Log In**" twice.

Changing your Password – Log in screen

Passwords **must** be changed in Star Accounts **every 90 days**. Once this deadline has been reached the system will prompt the user to change their password.

    Click '**OK**'

Enter the new password

Re-type the new password

Click '**Set New Password**' to confirm the new password
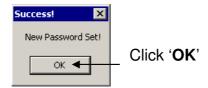
Once '**Set New Password**' has been clicked the system will verify the new password. If there are issues with any of the following an error message will appear:
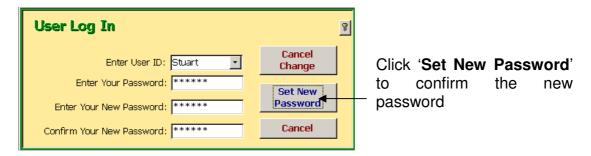
- Length – the password must be between 8 and 10 characters in length
- Alpha-Numeric – the password must contain letters and numbers and must not contain spaces
- New – the password must not be one that has been used previously
- Identical – the new password is entered twice when created and these must be identical

If an error message appears click '**OK'**, then correct the error and click '**Set New Password**' again. This process may need to be repeated until the new password is accepted by the system.

Click '**OK**'

To manually change the password at anytime from the User Log in screen, select your User ID and click '**Change Password**'.

Enter your current password then your new password twice (as above).

Click '**Set New Password**' to confirm the new password
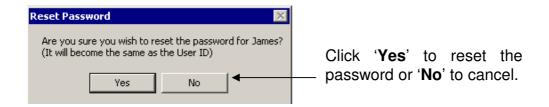
Once '**Set New Password**' has been clicked the system will verify the new password as described above.

Resetting a Password

If a user forgets their password the **primary user** can reset the password from the '**System Users**' screen ('**Options**' tab, "**System Users**").
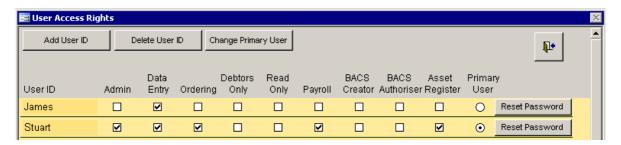
 Click '**Reset Password**' against the User ID required.

Click '**Yes**' to reset the password or '**No**' to cancel.

The user will be promoted to enter a new password when they next log in using their User ID as their password.

User Access Levels

ACCESS LEVELS – (Each level has all the access rights to the levels below it, i.e. level 5 also gives users the access rights to levels 1-4).

PRIMARY USER
Full access to Star Accounts (as per Admin - Level 5) plus:
- User Maintenance
- Ability to Inactivate Department Codes, Suppliers etc

ADMIN – LEVEL 5
Full Access to all Star Accounts functions including:
- Bank reconciliation
- Entering transactions, orders, journals etc
- Entering Department/Capital codes
- Monthly download & Period End
- Staff Details – create/delete options

DATA ENTRY – LEVEL 4
- Entering transactions, including reversals.
- Produce a cheque run and pay orders.
- Debtors Module

ORDERING – LEVEL 3
- Create orders
- Set up suppliers
- Backup system

DEBTORS ONLY – LEVEL 2 – Only shown if the Debtors module is activated.
- Access to the Debtors (lettings) section only to create invoices

READ ONLY – LEVEL 1
- Access to produce reports / view BCR's only.

PAYROLL - Place a tick in this option if you require the user to have access to the staffing screen (see Section 5). If the user does not have access to payroll they will not be able to view staff codes or names within the transaction report, or create new staff members within the staffing screen.

The following options are available in the **SQL version only**, and will appear if the relevant option has been activated within Star Accounts.

BACS CREATOR – Place a tick in this option if you require the user to be able to create BACS payment batches. This option only needs to be ticked if the user is required to batch payments for processing, users with Level 3 access and above will still be able to process payments to suppliers.

BACS AUTHORISER – This option should be selected to give a user the ability to authorise a BACS batch fro payment. Users cannot be a BACS Authoriser if they are a BACS Creator.

ASSET REGISTER – Place a tick in this option if you require the user to access the Star Accounts Asset Register (see Section 20 of the User Guide).

<u>**Creating Additional Users**</u>

Within the 'User Access Rights' screen click '**Add User ID**'.

Enter the required User ID for the new user. **User IDs must be no longer than 10 characters in length and must not contain spaces.**

Select the required access rights to be assigned to the user by placing a tick in the relevant boxes. See above for access level details.

When creating new users their password will be set as their User ID. The first time the new user logs into Star, they will be prompted to change their password.

<u>**Periodic Review of Users**</u>
It is the headteachers responsibility to periodically review Users to ensure that the list represents only current staff members, and that any who have left have been removed from the system. Only the person designated as the 'Primary User' has access to change System Users. If the Primary User is no longer at the school you will need to contact Accounting Software Support for assistance.
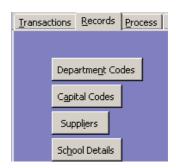
<u>**Non-Generic User IDs**</u>
Any user that requires access to Star Accounts must be given their own unique User ID and password. The use of generic passwords, such as **Office**, **Admin** or **School** is not permitted within Star Accounts.
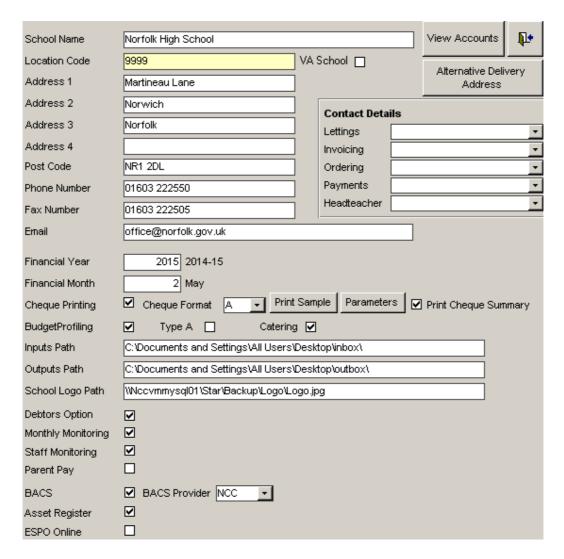
Enter School Details – Records Tab
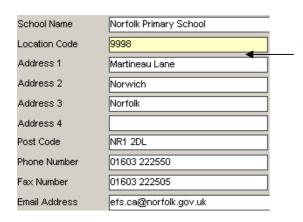
From the '**Main Menu'** screen select the '**Records**' tab and click on '**School Details**'.

Within this screen you will find details relating to your school.

Address

School Name	Norfolk Primary School
Location Code	9998
Address 1	Martineau Lane
Address 2	Norwich
Address 3	Norfolk
Address 4	
Post Code	NR1 2DL
Phone Number	01603 222550
Fax Number	01603 222505
Email Address	efs.ca@norfolk.gov.uk

Enter your address and telephone / fax numbers and email address.

Location Code: This is the four digit code assigned to your school by the Local Authority – this is **not** your DfE Number (926/XXXX).

Financial Year/Month

Financial Year	20XX	20XX-XX
Financial Month	01	April

Please Note: For Financial Month April = 01 and March = 12.

Cheque Printing

Please refer to Section 10 for full details regarding Cheque Printing and the Print Cheque Summary feature. If you wish to use the cheque printing function place a tick in the box by clicking it.

Cheque Printing	☑ Cheque Format	F ▼	Print Sample	Parameters	▩ Print Cheque Summary

There are several cheque formats pre-loaded into Star Accounts. Printable examples of the currently loaded cheque formats can be found on the Schools Finance website at http://www.eficts.norfolk.gov.uk/Finance/StarAccounts/FAQ/. A sample remittance can also be printed from this screen by selecting a '**Cheque Format**' and clicking "**Print Sample**".

If none of the pre-loaded cheque formats are appropriate for your schools pre-printed cheque stationery please contact Accounting Software Support. If your school wishes to use the cheque printing function to enable remittances to be printed, but does not have pre-printed stationery, it is recommended that **Cheque Z** is used.

If any fields need adjustments to fit pre-printed cheque stationery, click on the Parameters button. If you need to alter any parameters please contact Accounting Software Support on 01603 223834 or 01603 222550.

Budget Profiling

BudgetProfiling ☑   This option is only recommended for schools that fully understand the effect of profiling on the school budget. To activate budget profiling simply place a tick in the 'BudgetProfiling' box. See section 6 for more details regarding budget profiling.

Non-Imprest Schools

Type A ☐   If your school is a Non-Imprest (Type A) School, tick this box and phone Accounting Software Support for an access code if required.

VA Schools

VA School ☐   If your school is a Voluntary Aided (VA) school this option will be ticked, please call Accounting Software Support for an access code to remove/input this tick if required.

Catering

Catering ☑   If your school has purchased an NCS catering contract please ensure the catering flag is ticked within this screen to allow access to the catering subjective codes when entering transactions (see Section 8).
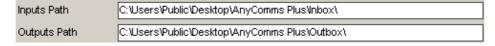
Input / Output paths

The '**Input Path**' is used for collecting the monthly download file and the '**Output Path**' is used to store finance files waiting to be sent to County Hall via AnyComms Plus.

For **Windows XP** computers the expected paths would be similar to:

Inputs Path	C:\Documents and Settings\All Users\Desktop\AnyComms Plus\Inbox\
Outputs Path	C:\Documents and Settings\All Users\Desktop\AnyComms Plus\Outbox\

For **Windows 7** computers the expected paths would be similar to:

Inputs Path	C:\Users\Public\Desktop\AnyComms Plus\Inbox\
Outputs Path	C:\Users\Public\Desktop\AnyComms Plus\Outbox\

The Frequently Asked Question "**How do I use AnyComms Plus for Finance Files?**" provides further details for creating these folders.

To amend either of these locations double click the required field. Click '**Yes**' to continue, or '**No**' to cancel.

Amend Inputs Path

Are you sure you want to change the Inputs Path?

Yes   No

If you clicked '**Yes**' a browse file window will appear to browse the required folder (as specified above). Highlight the required folder and click '**OK**'.

School Logo Path

It is an audit requirement that your school logo appears on any printed orders and invoices created within Star Accounts. The logo must be saved as a JPEG file (i.e. Logo.jpg) within the Star folder.

Please Note: It is not the full school letterhead that is required – only the school logo is needed. For example, from the letterhead below only the area within the red square is required by Star Accounts.

Norfolk Primary School

Norfolk Primary School
Norfolk Street
Norwich
Norfolk
NR1 1AA
Tel: 01603 123456
Fax: 01603 123457
Email: norfolkprimary@norfolk.sch.uk

Headteacher: Mrs J Bloggs

If you already have a copy of the school logo in this format, copy it into the Star folder, then click the School Logo Path to open the Browse File window. Browse in the school logo file and select it by double-clicking it.

If you are unsure about creating the logo.jpg, please contact your schools ICT Technician.

Bank Details

To view a list of the bank accounts held within Star Accounts for the current datafile click the '**View Accounts**' button.

The main school bank account must be called **LMS**, and this cannot be deleted. Please enter the account number and bank details manually. The balance shown is calculated by Star Accounts and cannot be overwritten. The '**Default**' account ticked within this screen will be the bank account automatically selected when entering transactions.

Monthly Monitoring

If you wish to export the Monthly Monitoring into Microsoft Excel at each period end roll forward place a tick in this field by clicking it.
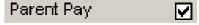
Users will then be prompted for the location to save the Monitoring Report to when rolling forward, as per the details given in Section 17.

Staff Monitoring

If you wish to print the Staff Monitoring report automatically during each period end roll forward place a tick in this field by clicking it. See Section 5 for details of this report.

Parent Pay

Place a tick in the Parent Pay field if you are using the Parent Pay system to collect income from parents. This will give you access to the Parent Pay import screen.

BACS

Place a tick in the BACS field if you wish to process payments via BACS (Bank Automated Credit System). This option is only available within the SQL version of Star Accounts. Please refer to Section 10 for details.

The Star Accounts BACS functions have been designed to work with two BACS providers – Norfolk County Council (NCC) and Lloyds Bank. If the BACS feature is activated you must ensure that the BACS provider you wish to use is selected:

Asset Register

Place a tick in the Asset Register field if you wish to use the Star Accounts Asset Register. This option is only available within the SQL version of Star Accounts. Please refer to Section 20 for details.

Asset Register ☑
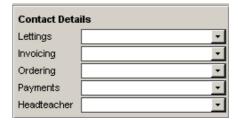
ESPO Online

Place a tick in the ESPO Online field if you wish to send ESPO orders via the ESPO website. Please refer to Section 7 for details.

ESPO Online ☐

Contact Details

If you wish to create a contact for any of the areas listed in the Contact Details click on the drop down arrow to open a full list of staff members, and then select the name of the staff member who will act as a contact for that area.

Contact Details
Lettings
Invoicing
Ordering
Payments
Headteacher

These contact details will then appear on the relevant reports printed from Star Accounts.

Please Note: You will not be able to select any staff members as contacts unless their staff details have been entered into Star Accounts (see Section 5 for details).

Alternative Delivery Address

If, for any reason, you require a delivery to be made to a different address (for example, if you have separate addresses for a lower and middle school) you can enter the alternative address by clicking '**Alternative Delivery Address**'.

Enter a unique Delivery Code

Complete all address details and Exit.

Click here to enter further addresses as necessary

DPN: The DPN required within this screen is used within the ESPO Online Ordering process. Please see Section 7 for further details.
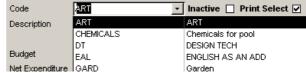
Creating Department Codes – **Records Tab**

From the Main Menu select the '**Records**' tab and click '**Department Codes**'
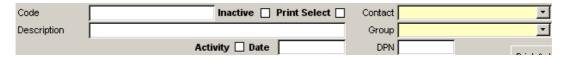
All previously created Department Codes will be shown within this screen. To view the details held for a specific department code select the required code from the drop down list.
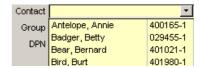
To enter a new Department Code click '**Add Record**'.

Code: Enter a short code for the department. This is the name that will appear in each Department Code drop down list throughout Star Accounts.

Description: A longer, more meaningful, description should be entered.

Contact: If a member of staff at the school has been given responsibility for a department select their name from the drop down list.

If the required contact does not exist within the '**Contact**' drop down double click the list to open the staff details screen and create the staff member (see Section 5). You must have **Payroll** access to be able to complete this procedure.

Group: For reporting purposes department codes can be grouped. Select the required from the drop down list.

If the required group does not exist double click the list to create a new group. Further instructions regarding creating / deleting groups can be found below.

DPN (Delivery Point Number): Delivery Point Numbers relate to ESPO ordering, and can be found on any ESPO invoice or delivery note received at the school. If the current department relates to a different DPN from the schools normal DPN enter this here.

All DPNs must be in the format 'NNNNL/NNN', where N is a number between 0-9 and L is a letter between A-Z.

Activity: If an activities account will be required for the current department place a tick in the '**Activity**' box. The date that the activity will take place must also be entered before the department is accepted by the system.

Activity ☑ Date   23/06/2014

The activity date will be used when chasing payments through the Debtors system (see Section 18).

Print Select: If the school has a lot of department codes within Star Accounts, printing departmental reports may result in a lot of paper being used unnecessarily. If there are regular department codes that require printing a tick can be placed in the "**Print Select**" field.

Print Select ☑

The option to print the departmental reports for just those selected can then be chosen (see below).

Departmental Budgets

Budget	1,000.00
Net Expenditure	-960.22
Commitments	97.32
Balance	1,862.90

A summary of the current budget position of the selected department code will be shown at the top of the screen.

PLEASE NOTE: From April 2015 departmental budgets will be set within the Budget Planner Software and not through this screen. Please refer to the Budget Planner User Guide for further guidance.

If the current department relates to an activity it is recommended that a budget is **not entered** as the net position of the activity (Profit / Loss) will not be accurately reflected in the Departmental BCR.

Departmental Transactions
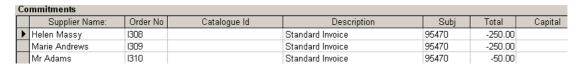
A summary of transactions relating to the current department code will be shown on screen:

Transactions								
Supplier	V/N	Invoice Date	Invoice No	Nett	Details	Subj	Order No	Order Dat
▶ Mr Adams	10195	11-Nov-13	I100565	-£50.00	Income for Invoice 310	95470	I310	07/11/2013
Mr Adams	10196	11-Nov-13	I100236	-£50.00	Income for Invoice 310	95470	I310	07/11/2013
Mr Adams	10197	11-Nov-13	I101564	-£50.00	Income for Invoice 310	95470	I310	07/11/2013
Mr Adams	10198	11-Nov-13	I100563	-£50.00	Income for Invoice 310	95470	I310	07/11/2013

Double click the Voucher Number ("**V/N**") of any transaction to view its full details.

Departmental Commitments

A summary of the commitments held within Star Accounts for the current department code (Orders and Invoices) will also be shown on within this screen:

	Supplier Name:	Order No	Catalogue Id	Description	Subj	Total	Capital
▶	Helen Massy	I308		Standard Invoice	95470	-250.00	
	Marie Andrews	I309		Standard Invoice	95470	-250.00	
	Mr Adams	I310		Standard Invoice	95470	-50.00	

Double click the Order Number ("**Order No**") of any commitment to view the original order or invoice. **Please Note**: Any order number beginning with an "**I**" relates to an outstanding debtors invoice.
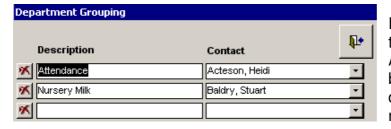
Grouping Department Codes

For reporting purposes groups can be created to link different department codes to one heading, for example, French, Spanish and German departments could all be linked to a group called "Languages".

Groups should only be assigned if two or more departments need to be grouped together. Groups should be removed if only one department has been assigned to it.
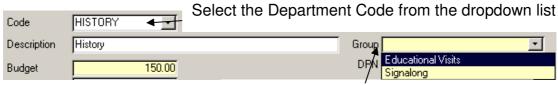
Creating a Group: To create a group double click the '**Group**' drop down list.

Group [▼]

Department Grouping

	Description	Contact	
✗	Attendance	Acteson, Heidi	▼
✗	Nursery Milk	Baldry, Stuart	▼
✗			▼

Enter a group name in the '**Description**' field. A contact name can also be selected from the drop down list if required.

Click the exit key to return to the department codes screen. The groups created will then appear in the drop down list to be assigned to each of the department codes required.

Select the Department Code from the dropdown list

Code	HISTORY ←▼
Description	History
Budget	150.00

Group [▼]
DPN   Educational Visits
      Signalong

Select the Group from the dropdown list
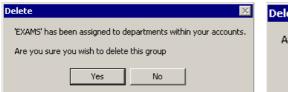
Repeat for each required department code.
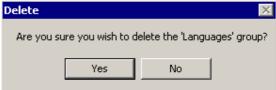
Deleting a Group

To delete a group click the '**Delete**' button next to the required group.

One of the following messages will then appear, depending on whether the request group has been assigned to any departments:
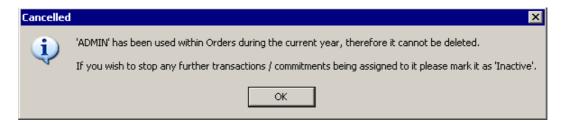
Click '**Yes'** to delete the group or '**No'** to cancel.

Deleting Department Codes

To delete a Department Code which is no longer required select the required department from the '**Code**' drop down list and click '**Delete Code**'.

Department codes can only be deleted if no transactions or commitments have been coded against it during the current financial year. This includes orders, debtors, transactions and unreconciled transactions carried forward from a previous year. An error message will appear if a department cannot be deleted:

If no transactions or commitments exist for the department code selected the following message will appear:

Click '**Yes**' to delete the code, or '**No**' to cancel.

Inactivating a Department Code

If a department code cannot be deleted, as it has been used during the current financial year, it can be marked as '**Inactive**' to ensure that no other transactions or commitments are coded against it. Inactive codes will exist within the system for reporting purposes, however only active department codes can be selected when coding transactions, invoices or orders.

To make a department '**Inactive**' select the required department from the '**Code**' drop-down list and place a tick in the '**Inactive**' field.

Only the Primary User can activate or inactivate department codes.

Inactive Department codes are highlighted in red within the Departmental BCR and on any Departmental BCR exported into Microsoft Excel.

Manage Departments

To assist in the deletion or inactivation of department codes a list of department codes that can be inactivated or deleted can be accessed by clicking the '**Manage Departments**' button.

Please Note: This screen can only be accessed by the 'Primary User'.
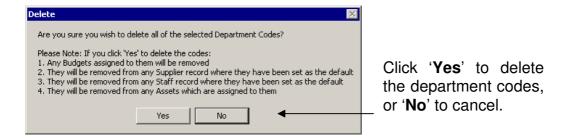
This list shows all department codes that have not been used within a transaction or commitment for the current financial year.

Inactivate a Code: To inactive a department code within this screen, simply double click the required department code:

Double click an inactive department to reactivate it.

Deleting a Code: To delete any of the Department Codes shown highlight the required code/codes (by clicking them once), and then click '**Delete Selected**'.

Click '**Yes**' to delete the department codes, or '**No**' to cancel.

Click '**Select Inactive**' to highlight all inactive department codes for deletion.

Click '**Select All**' to highlight all department codes shown for deletion.

Department Reporting

Departmental Lists

Print Dept List – This report provides a list of all department codes currently held in Star Accounts (summarised at group level), along with contact details and whether the department has been selected to print.

Departmental Details
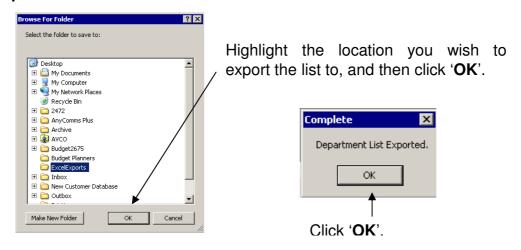
Department Code	Description	Contact	DPN	Selected for Print	Active
Group :					
6TH	6th Form			Yes	No
6TH (1)	6th Form (1)	Knights, Linda		No	Yes
ART	ART	Smith, Victoria		No	Yes

Print Contacts – This report provides a list of all department codes currently held in Star Accounts, as above, summarised by the assigned contact.

Departmental Details by Contact

Department Code	Description	DPN	Selected for Print	Active
Contact : Unassigned				
TESTING - 1			No	Yes
Contact : Chia, Pat				
MFL	Modern Foreign Languages		No	Yes
PE	Physical Education		No	Yes
PSHE	Personal, Social, Health Education		No	Yes

Export Dept List – To export the current list of Department Codes into Microsoft Excel (to be manually imported in to the Budget Planner Software), click the '**Export**' button.

Highlight the location you wish to export the list to, and then click '**OK**'.

Click '**OK**'.

The folder containing the exported list will then open on screen, showing the file "XXXX Department List.xls" (where XXXX is your schools Location Code).

Departmental Reports

To view a printable report showing the transactions and commitments coded to a specific department there are various options from which to choose:

Summary Reports:
- Transactions are shown cumulatively by invoice number (i.e. one line per individual invoice number)
- Commitments are shown at Order / Invoice Number Level (i.e. one line per order/invoice number)

Detailed Report:
- Each individual transaction line is shown, for example 30 lines would be shown if a 30 line order had been paid.
- Full order commitments are shown – i.e. each order line.
- Debtor commitments are shown at Invoice Number Level (i.e. one line per invoice).
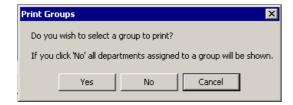
Year to Date: This will show all transactions summarised by period. This option can only be selected with the Summary report. Commitments will be shown at Order / Invoice Number Level (i.e. one line per order/invoice)

Current Month: This will show only those transactions entered for the current the period. Commitments will be shown in full at Order / Invoice Number Level (i.e. one line per order/invoice).

Each of the following reports will contain details as per the options selected above.
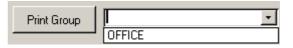
Please Note: Clicking the following buttons will open the departmental reports on screen (print preview). To print the reports select the Print option within the Star Accounts toolbar.

Print Group – To view departmental reports relating to a specific group click the "**Print Group**" button.

Click '**Yes**' to select a group, '**No**' to print the reports for all departments assigned to any group, or '**Cancel**' to stop the printing process.

If '**Yes**' is selected a drop down list will appear. Select the required group from the dropdown list.

Click "**Print Group**" again to hide the drop down list.

Print Current – This will open a print preview of the report for the department code currently being viewed on screen.

Print All – This will open a print preview of the department code report for all **active** department codes held in Star Accounts.

Print Selected – This will open a print preview of the report for all department code where the 'Print Select' box has been ticked (see above). This will include **active** and **inactive** departments.
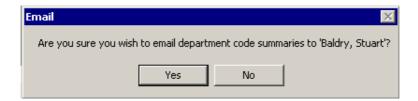
Print Activities – This will open a print preview of the report for all department code where the 'Activity' box has been ticked (see above). This will include **active** and **inactive** departments.

Emailing Department Reports

Electronic copies of the departmental reports can be emailed to their assigned contact using the following options.
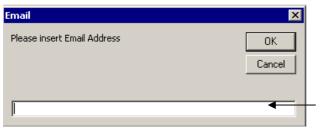
Please Note: The email functions will only work with Microsoft Outlook.

Email Current Contact – Selecting this option will enable users to email the contact currently shown on screen. The report that is emailed will contain all of the department codes which the contact is assigned to.
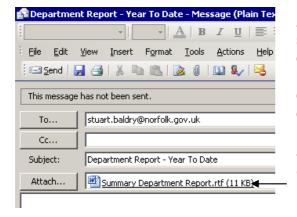
Click '**Yes**' to continue, or '**No**' to cancel.

If the staff record of the current contact (see Section 5) has been entered with an email address this will be entered into the email that opens on screen. If the current contact does not have an existing email address enter it into the on screen prompt:

Enter the contacts email address and click '**OK**'.

Click '**Cancel**' to stop the email process.

A draft email will appear on screen with a report attached containing the departmental reports for each department code assigned to the current contact.

Add any further details required and click '**Send**'.

Please Note: The report that is attached to the email will be either the Summary or Detailed depending on the option chosen (see Page 7).

Email All Contacts – Selecting this option enables users to email electronic copies of departmental reports to all contacts listed against department codes.
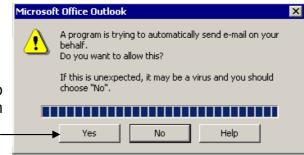
Click '**Yes**' to continue, or '**No**' to cancel.

Unlike the email current contact option above the emails created by this process will not appear on screen. Star Accounts will loop through and automatically send the emails created for each contact. **Therefore, any contact that does not have an email address within their staff record cannot be sent an email via this method.**

If the system appears to freeze whilst performing this process you may be required to reply to a Microsoft Outlook prompt to send the emails produced.

Click '**Yes**' to send the email.

You may be required to complete this process for each email produced.

If you do not see this prompt on screen please click on the Microsoft Outlook icon within the start bar to view it:

Creating Activity Accounts

As per Section 18 of the Finance Procedures Manual (18.4.2.3) an Activities Account must be produced for each activity where monies are collected and paid out for a specific purpose, such as school visits.

Once the activity date has been completed, from the Main Menu, select the '**Reports**' tab and click the '**Activities Account**' button.

Select the required trip / activity from the drop down list. Only those Department Codes marked as activities will be shown within the drop down list. The date of the activity is shown within the drop down lst for information purposes.

Please Note: The Activities Account should be produced before any action is taken to rectify any surpluses/deficits. The Activities Account is to be used to show the balance at the end of the activity and how any over/under spend is to be funded. **Any correcting action must only be taken after the Activities Account has been approved by the school governors.**

Excess of Income over Expenditure: If the selected activity is **underspent**, i.e. a **PROFIT** has been made as the income collected is greater than the Expenditure spent, the following fields will appear:

Enter whether the income is intended to be refunded to parents or transferred to the general accumulated fund account. The amounts must be entered as **negative** amounts. After entering the amount in the relevant field click the '**Print**' button to view the activity account on screen.

If a refund is to be offered to parents additional transactions should be entered to issue refund cheques (see Section 8, Page 7, of the Star Accounts User Guide for details). If the profit is to be retained by the school no further action will be required, however, you may wish to '**Inactivate**' the department code to ensure it is not used again in the current financial year (see Section 3 of the Star Accounts User Guide for further details).

Excess of Expenditure over Income: If the selected activity is **overspent**, i.e. a **LOSS** has been made as the expenditure is greater than the income collected, the following fields will appear:

Excess of Expenditure over Income	£52.50
Excess of Expenditure over Income to be funded by: Budget Share	£0.00
Charitable Donations	£0.00
Parental Contributions	£0.00
Other	£0.00

Enter where the overspend is intended to be funded from. The amounts must be entered as **positive** amounts. After entering the amount in the relevant field click the '**Print**' button to view the activity account on screen.

Once printed and approved by the governors either additional income transactions should be entered against the activity to reflect additional parental/charitable contributions, or a journal should be entered to move additional monies from the Budget Share to the Department Code, e.g.

Subj	Dept	Amount
98940		£52.50
98940	ZOO Year 7	-£52.50

Balanced Activity: If the selected activity **balances**, i.e. Income equals Expenditure, the screen will only show the following.

Balanced Activity	£0.00

If this is the case the Activities Account can simply be printed, signed and field. Click the '**Print**' button to view the activity account on screen.

Sample Activities Account:

ACTIVITIES ACCOUNT   Norfolk Infant School

Details of Activity: Class 7B Trip to Zoo
Date of Activity: 28/02/2014

Income

10234 Heidi Acteson	I100591	Income for Invoice 315		-£30.00
10235 James Stanford	I100592	Income for Invoice Number 316		-£30.00
10236 Judy Hicks	I100592	Income for Invoice Number 317		-£30.00
10237 Kevin Blazey	I100592	Income for Invoice Number 318 (Paid by Cheque)		-£30.00
10238 Linda Knights	I100592	Income for Invoice Number 319		-£30.00
10239 Lynden Pedley	I100592	Income for Invoice Number 320 (Paid by Cheque)		-£30.00
10240 Matthew Adams	I100592	Income for Invoice Number 321		-£30.00
10241 Rodney Fryer	I100592	Income for Invoice Number 322		-£30.00
10242 Stephanie Harris	I100592	Income for Invoice Number 323		-£30.00
10243 Steve Banyard	I100592	Income for Invoice Number 324 (Paid by Cheque)		-£30.00
10244 Stuart Baldry	I100592	Income for Invoice Number 325		-£30.00
10245 Wendy Penn	I100592	Income for Invoice Number 326		-£30.00
			Total	**-£360.00**

Expenditure

10246 Zoo	123456	Tickets for Zoo Trip		£266.67
10247 Zoo	145629	Refreshments for Zoo Trip		£62.50
			Total	**£329.17**

Excess of Income over Expenditure		**-£30.83**
Excess of Income Refunded to parents		£0.00
Excess of Income Transferred to Main Account		-£30.83
Excess of Expenditure over Income to be funded by:	Budget Share	£0.00
	Charitable Donations	£0.00
	Parental Contribution	£0.00
	Other	£0.00

The activities account will list all income and expenditure transactions assigned to the department code of the activity, along with the details as entered in the previous screen detailing how any profit/loss is to be dealt with.
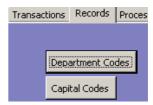
I certify this to be a true statement of the receipts and payments relating to the visit/activity specified.

Signed: (Trip Organiser) .... Dated ....

Signed: (Account Treasurer) .... Dated ....

Approved at Governors Meeting (Date)
Signed: (Chair of Governors) ....

In the event of a surplus arising, a refund may be offered to parents in accordance with the School Finance Policy

This report must be printed and signed by the Trip Organiser, Account Treasurer and be Chair of Governors as stated. This must be kept for audit purposes.

Creating Capital Codes

From the Main Menu select the '**Records**' tab and click on '**Capital Codes**'.

Select the required from the '**Capital Code**' drop down list.

To add a new capital code click '**Add Record**'.

Capital Code: Enter the Capital Code record. Capital codes must begin with the letters ECAP and be 6 characters long, e.g. ECAPFM. This is the code that will appear in each Capital Code drop down list throughout Star Accounts

Description: A longer, more meaningful, description of the project the Capital Code relates to should be entered.

Capital Transactions
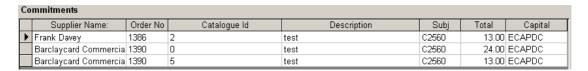
A summary of transactions relating to the current capital code will be shown on screen:

Supplier	V/N	Invoice Date	Invoice No	Nett	Details	Subj	Order No	Order Dat
Norfolk County C	10108	13-May-13	Download	-£2,000.00	balance Bfwd	C5450		

Double click the Voucher Number ("**V/N**") of any transaction to view its full details.

Capital Commitments

A summary of the commitments held within Star Accounts for the current capital code (Orders only) will also be shown on within this screen:

Supplier Name:	Order No	Catalogue Id	Description	Subj	Total	Capital
▶ Frank Davey	1386	2	test	C2560	13.00	ECAPDC
Barclaycard Commercia	1390	0	test	C2560	24.00	ECAPDC
Barclaycard Commercia	1390	5	test	C2560	13.00	ECAPDC

Double click the Order Number ("**Order No**") of any commitment to view the original order or invoice.

Deleting Capital Codes
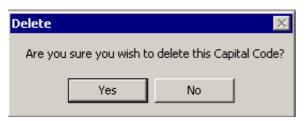
To delete a Capital Code which is no longer required select the required code from the '**Capital Code**' drop down list and click '**Delete Code**'.

Capital codes can only be deleted if no transactions or commitments have been coded against it during the current financial year. This includes orders, transactions and unreconciled transactions carried forward from a previous year. An error message will appear if a capital code cannot be deleted:

Delete Cancelled

ⓘ This Capital Code has been used within commitments in the current year, therefore it cannot be deleted.

OK

Click '**OK**'.

If no transactions or commitments have been coded to the current capital code the following message will appear:

Delete

Are you sure you wish to delete this Capital Code?

Yes   No

Click '**Yes**' to delete the code, or '**No**' to cancel.

Capital Code Reports

To view a printable report showing all transactions and commitments coded to Capital Codes select one of the following options.

Add Record	Delete Code
Print Current	Print All
	Capital BCR

Print Current – This will open a print preview of the capital code report for the capital code currently being viewed on screen.
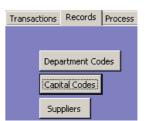
Print All – This will open a print preview of the capital code report for all Capital Codes held in Star Accounts.
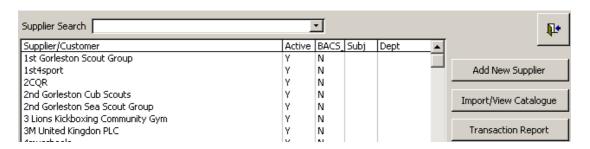
Capital BCR – This opens a copy of the current Capital BCR (see Section 17 for details).

Creating Suppliers – Records Tab

Any transaction or commitment processed within Star Accounts will require a supplier. ESPO and Norfolk County Council are pre-installed as suppliers within Star Accounts and cannot be deleted.
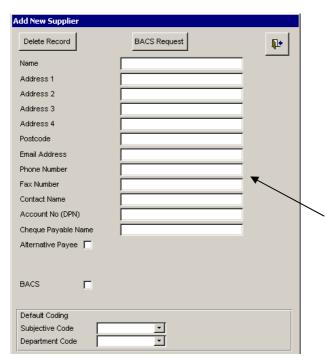
From the Main Menu select the '**Records**' tab and click '**Suppliers**'.   This shows a list of all suppliers currently held within Star Accounts.

The "**Subj**" and "**Dept**" shown within this screen relate to the default coding chosen for the supplier shown (see below for details). The "**BACS**" flag will only be shown if the BACS Payment feature has been activated, which is available in the **SQL Star Accounts only**.

Create a Supplier: To create a new supplier click '**Add new Supplier**'.

Enter as many of the Suppliers' details as possible. As a minimum you must enter a name for the supplier.

To exit without saving any of the details you have entered click '**Delete Record**'. To save the details click the exit button.

Default Coding

If you wish to add a default subjective code or department code to a supplier please select the required codes from the drop down lists:

If default codes have been added these will be shown automatically when the supplier is selected when entering transactions, orders, purchasing card recharges and debtors (excl. subjective code on lettings).

Please Note:
If you have selected an income subjective code as the default and are entering expenditure transactions the default subjective code will not be entered, and vice versa for expenditure codes when entering income transactions.

Only income codes will be available to be selected as the default when creating customers to use within the Debtors facility (see Section 18).

If a default department code is made inactive or deleted it will be removed from the suppliers' record automatically (see Section 3).

Staff Members as Suppliers

With Cheque Printing Switched OFF: To negate the need to set up every staff member as a supplier it is recommended that a supplier called "Staff" is created and used for any transactions relating to reimbursing staff / receiving income from staff. The transaction details field can then be used to specify which staff member the transaction relates to.

However, if you wish to report on individual members of staff receiving reimbursements / providing income you would need to set up each staff member as a supplier in their own right.

With Cheque Printing Switched ON: If you are using the cheque printing facility to produce cheques for staff members you would need to set up each staff member required as a supplier, rather than using a generic supplier name, as the staff members name will need to appear on any cheques produced by the system.

Account Number / DPN

DPN's relate to ESPO Delivery Point Numbers. Each school is supplied a unique DPN by ESPO. This unique number **must** be entered into the supplier details for ESPO. If you have a different DPN for different department codes you can enter these when setting up the department code (see Section 3).

The format for the ESPO DPN is specified in Star Accounts as per guidance from ESPO. The format is *****/001. If your DPN is not in this format please contact Accounting Software Support.
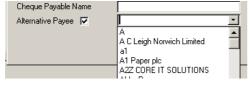
For other suppliers where you have a specific account number this can also be entered into this field. There is no preset format for account numbers on non-ESPO suppliers.

Cheque Payable Name

When creating suppliers it is not possible to use non-text characters (ampersands or punctuation marks etc) in the "Name" field. If you are using cheque printing and would prefer to see the supplier name printed on cheques with the correct punctuation, the name can be entered in the '**Cheque Payable Name**' field with any non-text characters (a supplier name will still need to be entered).

If this field is left blank the supplier "Name" will be shown when printing cheques / remittances.

Alternative Payee
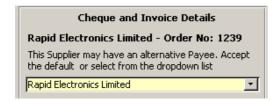
If a supplier regularly has an alternative payee place a tick in the "**Alternative Payee**" field by clicking it. This will open a drop down list of suppliers to select the alternative payee from.

This field can be left blank if the alternative payee is not always the same one.

When processing payments through the ordering system the alternative payee will automatically be shown. If the alternative payee name was left blank you will be prompted to select an alternative before the payment can be processed.

Please refer to Section 7 for further details.

BACS

Please Note: These options are only available within the SQL version of Star Accounts.

To register that a supplier is able to receive payments via BACS place a tick in the '**BACS**' field and complete the additional fields shown:

		Sort Code	Bank Account No
BACS	☑	08-90-14	61089999
BACS Email		stuart.baldry@norfolk.gov.uk	

Sort Code and Bank Account No: These are the bank account details relating to where the payment is to be paid to.

BACS Email: If the supplier wishes to receive notification of BACS payments from your school via email please enter the required email address here. The BACS notification will be printed if no email address is entered here, it will not default to the email address entered in the supplier contact details above.

BACS Request: A standard form to send to a supplier requesting their bank account details has been included within Star Accounts. Click the '**BACS Request**' button.

BACS Request

Norfolk High School
Norwich Road
AnyTown
Norfolk
NR1 2DL
Telephone No: 01603 222550
Fax Number: 01603 222505
Email: office@norfolkschool.norfolk.sch.uk

Dear Sirs,

We are able to process BACS payments directly to suppliers. If you would prefer to receive your payments from our school via BACS please complete and return this form as soon as possible.

Sort Code	☐☐ – ☐☐ – ☐☐
Account Number	☐☐☐☐☐☐☐☐
Account Name	

The completed form must be retained for audit purposes.
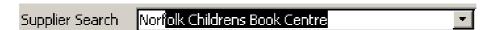
Supplier Search

The '**Supplier Search**' drop down list at the top of the Suppliers screen contains a list of all suppliers held within the system.

Selecting the supplier within the drop down list will highlight the selected supplier in the full suppliers list.
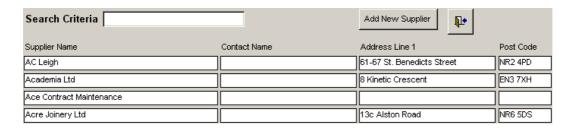
The '**Supplier Search**' drop down list can be manually typed into to aid the search process. For example, if you wish to search for the supplier 'Norfolk Children's Book Centre' typing in "Norf" into the drop down box will begin to filter the list to those suppliers that begin with "Norf".

If the supplier shown matches the one you are searching for either hit the enter key, or press the tab key, and the supplier will be highlighted:

Advanced Search: The above search facility enables you to search by supplier name only, meaning you will need to know the suppliers exact name. For a more advanced search click the '**Supplier Search**' button.

Enter a '**Search Criteria**' within the field at the top of the screen. This will filter the list of suppliers to all those where the Supplier Name, Contact Name, Supplier Address Line 1 or Post Code contains the criteria entered, for example, all suppliers with Smith in their name.

Double click the required supplier name to enter this into the '**Supplier Search**' list of the Suppliers screen. **Please Note:** you will then be required to select the supplier within the drop down list to highlight it (as above).

Edit Supplier Details

To edit the details currently held for a supplier select the required supplier from the list, by double-clicking it, and amend the details as required by overtyping the existing details. The changes will be saved when the 'Edit Supplier' screen is closed.

Please Note: If a supplier has been used during the current financial year the Supplier Name cannot be amended, all other address/contact details are updateable.

Print Labels

If you wish to print address labels for a supplier double click the supplier name from the list, then click the Print Labels button. This automatically prints one full page of address labels for the selected supplier in the format **"Avery L7160"** (i.e. 21 labels per page - 3 across, 7 down).

Sorting Options
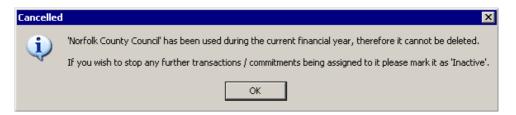
The default order for the suppliers list is alphabetically by supplier name. If you wish to sort the list by the Default Subjective Code or Department code select the required option on screen.
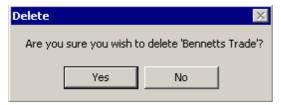
Deleting Suppliers

To delete a supplier that is no longer required open the '**Edit Supplier**' form for the required supplier (by double clicking it within the supplier list), and then click '**Delete Record**'.

Suppliers can only be deleted if no transactions or commitments have been coded to them during the current financial year. This includes orders, debtors, transactions and unreconciled transactions carried forward from a previous year. An error message similar to below will appear if a supplier cannot be deleted:

Cancelled

'Norfolk County Council' has been used during the current financial year, therefore it cannot be deleted.

If you wish to stop any further transactions / commitments being assigned to it please mark it as 'Inactive'.

OK
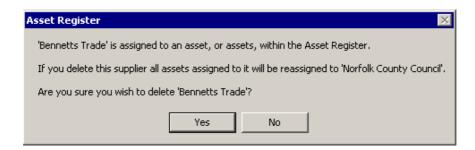
If no transactions or commitments exist for the selected supplier the following message will appear:

Delete

Are you sure you wish to delete 'Bennetts Trade'?

Yes   No

Click '**Yes**' to delete the supplier or '**No**' to cancel.

Please Note: If the supplier has been assigned to an asset within the Star Accounts Asset Register (see Section 20) the following message will appear:

Asset Register

'Bennetts Trade' is assigned to an asset, or assets, within the Asset Register.

If you delete this supplier all assets assigned to it will be reassigned to 'Norfolk County Council'.

Are you sure you wish to delete 'Bennetts Trade'?

Yes   No

Click '**Yes**' to delete the supplier or '**No**' to cancel.

Inactivating a Supplier

If a supplier cannot be deleted as it has been used during the current financial year it can be marked as '**Inactive**' to ensure that no further transactions or commitments are coded to it. Inactive suppliers will exist within the system for reporting purposes, however only active suppliers can be selected when coding transactions, invoices or orders.

To make a supplier '**Inactive**' open the 'Edit Suppliers' screen for the required supplier (by double clicking it within the suppliers list), and place a tick in the '**Inactive**' field.
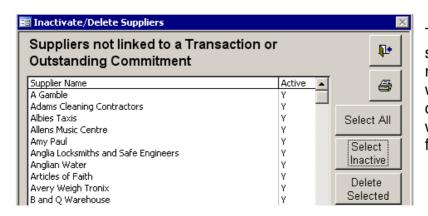
Please Note: Only the Primary User can activate or inactivate suppliers.

Manage Suppliers
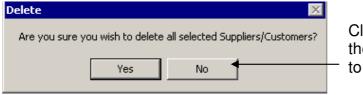
To assist in the deletion or inactivation of suppliers a list of suppliers that can be inactivated or deleted can be accessed by clicking the '**Manage Suppliers**' button within the 'Suppliers' screen.

Please Note: This screen can only be accessed by the 'Primary User'.

This list shows all suppliers that have not been used within a transaction or commitment within the current financial year.

Delete a Supplier: To delete any of the suppliers shown highlight the required supplier/suppliers within the list (by clicking them once) and then click '**Delete Selected**'.

Click '**Yes**' to delete the suppliers, or '**No**' to cancel.

Please Note: As per the details given above if a supplier selected for deletion has been assigned to an asset within the Star Accounts Asset Register the supplier will be amended to state 'Norfolk County Council'. When deleted from this screen **no warning messages** will be displayed stating which suppliers have been amended.

Inactivate a Supplier: Suppliers can also be inactivated within this screen by double clicking the required supplier:

Supplier Name	Active
A Gamble	Y
Adams Cleaning Contractors	Y
Albies Taxis	Y

Double click the supplier again to reactivate it.
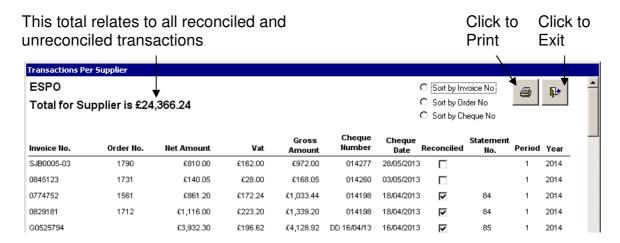
View Transactions for a Specific Supplier

Highlight a supplier by clicking it once in the suppliers list, and then click '**Transaction Report**'.

This will open a report containing all transactions processed for the selected supplier during the current financial year.

This total relates to all reconciled and unreconciled transactions

Click to Print   Click to Exit

Transactions Per Supplier

ESPO
Total for Supplier is £24,366.24

○ Sort by Invoice No
○ Sort by Order No
○ Sort by Cheque No

Invoice No.	Order No.	Net Amount	Vat	Gross Amount	Cheque Number	Cheque Date	Reconciled	Statement No.	Period	Year
SJB0005-03	1790	£810.00	£162.00	£972.00	014277	28/05/2013	☐		1	2014
0845123	1731	£140.05	£28.00	£168.05	014260	03/05/2013	☐		1	2014
0774752	1561	£861.20	£172.24	£1,033.44	014198	18/04/2013	☑	84	1	2014
0829181	1712	£1,116.00	£223.20	£1,339.20	014198	18/04/2013	☑	84	1	2014
G0525794		£3,932.30	£196.62	£4,128.92	DD 16/04/13	16/04/2013	☑	85	1	2014

Please Note: This report is sorted by Year and Period in descending order when opened (i.e. the most recent transactions will appear at the top of the list). The report can also be sorted by Invoice Number, Order Number or Cheque Number by selecting the required option in the top right hand corner.
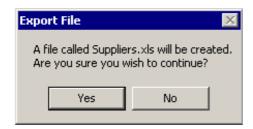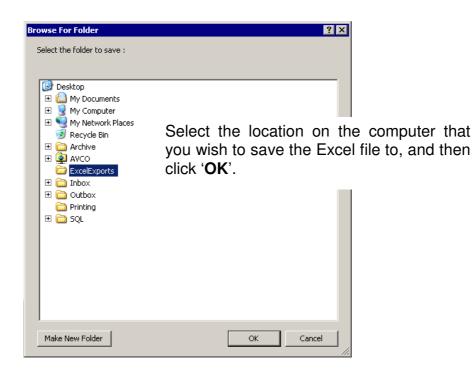
Export to Excel
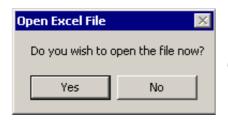
To export a list of Suppliers held within Star Accounts to Microsoft Excel, for example to use within a mailmerge, click the '**Export to Excel**' button.

Click '**Yes**' to continue, or '**No**' to cancel.

Select the location on the computer that you wish to save the Excel file to, and then click '**OK**'.

Click '**Yes**' or '**No**' as required.
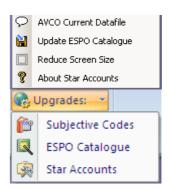
Importing the ESPO Catalogue

The ESPO Catalogue can be automatically downloaded from the Schools Finance Website by selecting '**Help**' then '**Update ESPO Catalogue**' from the Star Accounts dropdown list, or by selecting '**ESPO Catalogue**' from the Upgrades dropdown if you are using Microsoft Access 2007/2010.
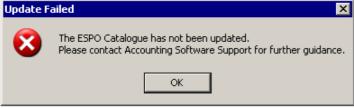
If you are required to, please log on to the internet before clicking '**OK**'.
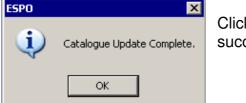
If the ESPO catalogue can not be download, or there is an issue with the update, one of the following messages will appear:

Click '**OK**' and call Accounting Software Support for assistance.
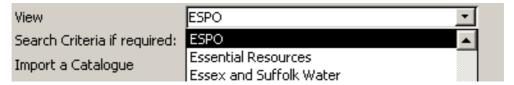
Click '**OK**' once the catalogue has been successfully updated.

Please Note: You should only complete this procedure when notified by Schools Finance that a new ESPO catalogue is available.

View Supplier Catalogue

From the '**Import/View Catalogue**' select the required supplier from the '**View**' drop down list.
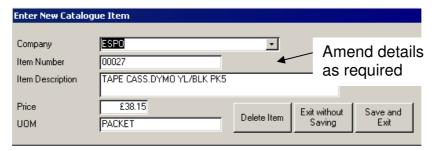
All items that exist within the catalogue for the selected supplier will be displayed. Enter '**Search Criteria**' to filter the list of items from the catalogue. For example, entering "marker" in the search criteria filters the catalogue to all items that contain "marker" within the description.

Amending Catalogue Details
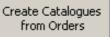
If you are notified of changes to prices or descriptions of items within a catalogue you are can change any details for the item by double-clicking it within the catalogue list.

Click "**Delete Item**" to remove the current item from the Catalogue. Click "**Exit without Saving**" to cancel the amendments or "**Save and Exit**" to return to the Catalogue screen.
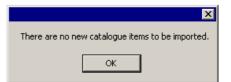
Create Catalogues from Orders

Catalogues can be created from orders entered into Star Accounts by clicking the '**Create Catalogues from Orders**' button.

This function will add all unique entries entered within purchase orders (see Section 7) that do not have the default "**Catalogue ID**" of 0.

This message will appear if there are no new unique purchase order lines to be imported. Click '**OK**'.

Click '**Yes**' to continue or '**No**' to cancel. If '**Yes**' is clicked please wait for the confirmation, as below, before continuing.

Click '**OK**'. The list of suppliers in the '**View**' drop down list will then be updated to show all those that a catalogue has been created for.

Adding Catalogue Items

New items can be manually added to any catalogue by clicking '**Add an Item**'.
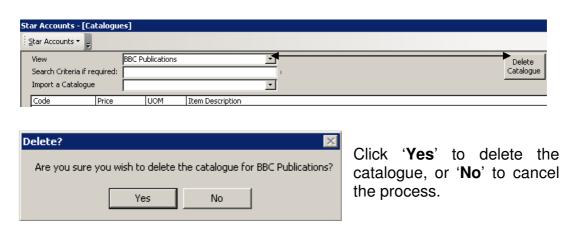
Enter all details as required. **Please Note**: If you have selected a supplier in the '**View**' field the Company name will be pre-populated.

Click "**Add another Item**" if you wish to continue adding to the catalogue. Click "**Exit without Saving**" to cancel the addition or "**Save and Exit**" to return to the catalogue screen.

Please Note: Items can be added to any supplier, even if a catalogue does not already exist.
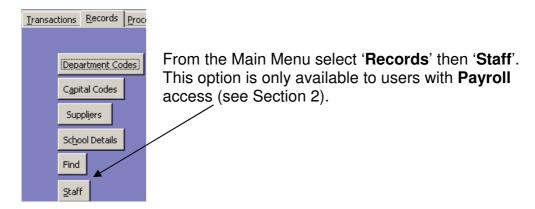
Deleting Supplier Catalogues

If you have a manually created catalogue or have any non-ESPO catalogues that you wish to delete, either because you no longer use the supplier or would like to start the catalogue again, select the supplier name from the '**View**' dropdown list then click '**Delete Catalogue**'.

Click '**Yes**' to delete the catalogue, or '**No**' to cancel the process.
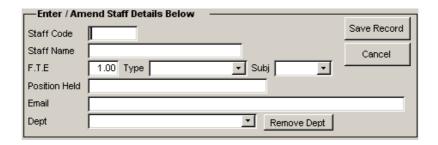
Please Note: You cannot delete the ESPO catalogue. If there are errors with items in the ESPO catalogue either re-import a new catalogue (as per the instructions above) or manually amend the affected items (as per the instructions above).

Creating Staff Details – Records Tab

From the Main Menu select '**Records**' then '**Staff**'. This option is only available to users with **Payroll** access (see Section 2).

Adding Staff Details

To add new staff members enter their staff code, name, F.T.E, Type, Position Held (e.g. teacher), Email address and a department code (if required). Click '**Save Record**' to enter the details into the Staff List.

Staff Code: Staff codes **MUST** be entered in the format "**000000-0**" (six numbers followed by a hyphen and one additional number). This allows staff members with 2 or more contracts to be entered into Star Accounts more than once as each contract should end with a different suffix (-1, -2 etc).
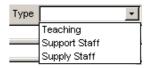
Please Note: You do not need to type the hyphen as this is included within the preset format.

Staff Name: Names must be entered in the following format:
                Surname, First Name(s) e.g. Smith, Mary Ellen

Star Accounts will **not** accept apostrophes in names. If you have a member of staff with an apostrophe in their name you will need to replace it with a hyphen or a space, for example, Martin O'Shea must be entered as "O-Shea, Martin" or "O Shea, Martin".

F.T.E: Enter the Full Time Equivalent of the staff member. Enter 1.00 for a full time staff member.

Type: Select the required staff type from the drop down list.

Subj: Select the subjective code that relates to the staff member. The subjective code chosen relates to the subjective that any staffing budgets are assigned to within the budget planner software. Only valid subjective codes for the '**Type**' of staff member will be shown within this list.

Position Held: Enter the job title held by the staff member.

Email: Enter an email address for the staff member if required. This email address is used in conjunction with emailing department reports to departmental contacts (see section 3).

Department (Dept): Select a Department Code from the drop down list to be assigned to the staff member if required.

Please Note: The department code selected will be assigned to any downloaded transactions for that staff member automatically when a download is completed. This feature has been added primarily for Children's Centres, who are required to ensure all transactions are coded to a department code before rolling forward but can be used by any school wishing to do the same.

<u>**Amending Staff Details**</u>

To amend any of the details assigned to a staff member double-click on their name in the employee list. The details shown in "**Enter** / **Amend**" section will relate to the selected staff member.

Amend any details required and click '**Save Record**'. Click '**Cancel**' to discard the changes made.

To remove a department from a Staff Members details please use the '**Remove Dept**' button.

Please Note: Staff Codes cannot be amended. If the staff code is incorrect a new record must be created.
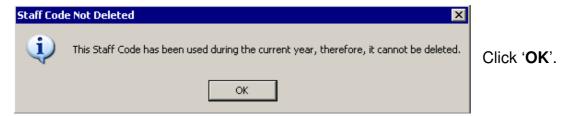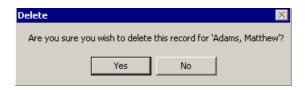
Deleting Staff Details

To delete staff members highlight their name within the employee list and click the '**Delete Employee**' button.

Staff Members can only be deleted if there are no transactions assigned to their Staff Code during the current financial year.

Click '**OK**'.

Click '**Yes**' to delete the record, or '**No**' to cancel.

Please Note: If the selected staff member is able to be deleted, as no transactions have been coded against them, their name will also be removed from any departments which they have been assigned to, and any contact details to which they are assigned (see Section 2), **without** any further warnings.

If the staff member is assigned to an asset within the Star Accounts Asset Register (SQL Only), a warning massage will be displayed:

Click '**Yes**' to delete the staff member and remove them from the Asset Register, or '**No**' to cancel.
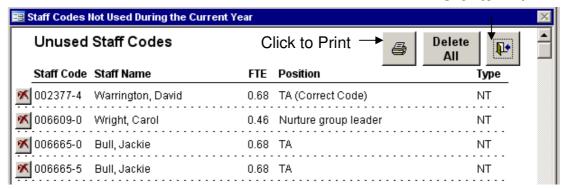
Unused Staff Members

To view a list of staff members that have not had any payroll costs downloaded against their staff code during the current financial year click the '**Unused Staff**' button.

Click to Exit

This screen cannot be viewed until at least one download has been completed during the current financial year.

Within this screen each staff member can be deleted individually (by clicking the delete button next to each record), or all unused staff members can be deleted by clicking '**Delete All**'.

Click '**Yes**' to delete the staff members, or '**No**' to cancel.

Please Note: Deleting staff members within this screen will also remove the staff members from any departments or contact details to which they assigned, and remove them from the any assets to which they are assigned **without** any further warnings.

Searching for Staff Members

The list of staff members can be filtered by entering part of their name into the '**Search**' field at the top of the screen:
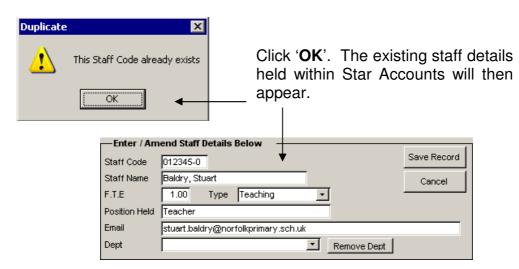
Enter part of the required name, and then hit the enter key. The staff list will then be update to show only those staff names members that contain the details entered.

To return to the full list of stat members delete the details that have been entered into the '**Search**' field, and then hit the enter key.

Alternatively, if you know the Staff Code of the staff member you are searching for enter that code in the '**Staff Code**' field.

If the staff code entered exists within Star Accounts the following message will appear:

Click '**OK**'. The existing staff details held within Star Accounts will then appear.

Amend any details as required and click '**Save Record**'. Click '**Cancel**' to clear the details shown on screen.

Sorting the Staff List

The default order of the staff list within this screen is alphabetically by Staff Name, whether that is the full staff list or a filtered staff list (i.e. criteria has been entered into the '**Search**' field as above).
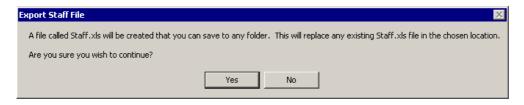
The staff list can also be sorted by Staff Code, Position, Type or Subjective Code by clicking the relevant button for the order required.
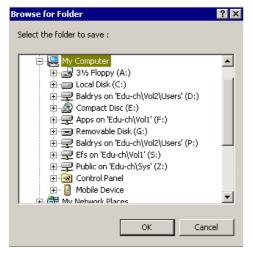
Export Staff List to Microsoft Excel

To export a full staff list into Microsoft Excel click the '**Export to Excel**' button.

Click '**Yes**' to continue, or '**No**' to cancel.

Select the location you wish to save the spreadsheet to and then click '**OK**'.

Once the details have been exported the Staff.xls spreadsheet will open on screen.

Individual Employee Report

To show details of downloaded payroll transactions against a member of staff highlight their name in the staffing list and click **'Employee Report'.** This will give a list of all transactions against the selected employee for the current financial year.

Staff Report   Adams, Matthew

VNo.	Pd	Date	Gross	Staff Code	Position	Department	Details
9006	02	18-Aug-2011	£4,316.50	022215-0	Deputy Headteacher		Employee Costs
9101	03	23-Aug-2011	£4,316.50	022215-0	Deputy Headteacher		Employee Costs
9217	04	23-Aug-2011	£4,316.50	022215-0	Deputy Headteacher		Employee Costs
9300	05	12-Sep-2011	£4,316.50	022215-0	Deputy Headteacher		Employee Costs
	Subjective Total		**£17,266.00**	**0480**	**Teachers**		
9106	03	23-Aug-2011	£232.70	022215-0	Deputy Headteacher		Employee Costs 0411-260511
	Subjective Total		**£232.70**	**0485**	**Supply Teachers - General**		
	Total		**£17,498.70**				

Please Note: If the selected staff member has more than one contract all of these will be shown within this report. A version of this report can also be viewed via the Transactions Report Screen – see Section 17.

Monthly Staffing Profile

If you wish to view a monthly profile of all employees downloaded payroll transactions click '**Monthly Profile**'.

Monthly Profile

Monthly Staffing Profile
E01   Teaching Staff

021629-0	**Adams, Matthew**	
Subj	**Apr**	**May**
04800	£4,512.36	£0.00
Total	£4,512.36	£0.00
Budget	£4,501.75	£0.00
Diff:	£10.61	£0.00
023334-0	**Atwood, Marilyn**	
Subj	**Apr**	**May**
04800	£2,055.40	£0.00
Total	£2,055.40	£0.00
Budget	£1,933.35	£0.00
Diff:	£122.05	£0.00

This report provides a breakdown of payroll costs per month, for each staff code that costs have been downloaded to, and provides a comparison with budgeted costs (if a budget exists).

This report is sorted by CFR category and Staff Name in ascending, with a page break between each CFR Category.

Staff Monitoring Report

From the Staff screen click '**Staff Monitoring**'.   Staff Monitoring

Staff Monitoring Sheet

Norfolk Primary School - 9998
Period 6

E04   Premises Staff

No download has been completed for the current period, therefore, the budget has been used as at Period 05.

Staff Code	Staff Name		FTE	Budget	Actual	Variance	% Variance
012344-0	Butcher, John		1.00	£7,851.60	£7,768.39	£83.21	-1.06%
	E04 1195	Caretakers			£7,738.37		
	E04 1296	Premises Staff - O/T			£30.02		
014319-0	Alexander, Claire		0.27	£1,927.80	£1,314.52	£613.28	-31.81%
	E04 1200	Cleaners			£1,314.52		
014353-0	Reeve, Frances		0.27	£1,542.24	£1,327.11	£215.13	-13.95%
	E04 1200	Cleaners			£1,314.52		
	E04 1296	Premises Staff - O/T			£12.59		

This report allows a comparison between actual payroll costs downloaded to the school against the staffing forecast held within the budget planner.

Please Note: For this comparison to take place the current year staffing forecasts (teaching and support) held within the budget planner must be exported/imported into Star Accounts, please refer to the Budget Planner User Guide for details on this process

Individual Records

A			B	C	D	E	F
014353-0	Reeve, Frances		0.27	£1,542.24	£1,327.11	£215.13	-13.95%
	E04 1200	Cleaners	**G**		£1,314.52		
	E04 1296	Premises Staff - O/T			£12.59		

A   Staff Code – This is the staff code to which the budget has been assigned within the budget planner, and the actuals have been downloaded against within Star Accounts.

B   FTE – This is the FTE held for the staff member within Star Accounts

C   Budget – This is the expected staffing costs to date based on the staffing profile shown within the budget planner. This budget will be based on the period shown at the top of the report, unless the download has not been completed for the current period, in which case the prior period will be used. For example, if in Period 6 the download has not been completed the budget will be calculated as at Period 5.

D   Actual To Date – This is the total amount shown within Star Accounts for the current year that has been assigned to the staff code shown.

E   Variance – This is the difference between the budget and actual costs.

F   % Variance – This is the difference between the budget and actual costs represented as a percentage.

G   Detailed Actuals – This section summarises the total costs coded to the staff code shown summarised at subjective code level.

Variance Reports

Up to three types of error will be shown within the CFR group summary.

CFR Miscoding:

The following transactions are coded to a staff code within the above CFR category but do not have a matching record within your staff details.

Staff Code	CFR	Subj	Subjective Description	Amount
036288-5	E01	04800	Teachers	£778.62
				£778.62 E

Any "Actuals" shown within this section relate to a different CFR group to that shown, i.e. actuals relate to E07 when the current section relates to E04. A common reason for this would be that the incorrect type has been selected within the budget planner for a staff member (e.g. PREM has been selected not COOS within the support staff forecast).

Staff Code Errors:

The following transactions are coded to a staff code within the above CFR category but do not have a matching record within your staff details.

Staff Code	CFR	Subj	Subjective Description	Amount
013189-3	E03	09650	Welfare/Resource Assistants	£479.37
056511-0	E03	09650	Welfare/Resource Assistants	£636.79
061219-0	E03	09650	Welfare/Resource Assistants	£1,904.92
066071-0	E03	09650	Welfare/Resource Assistants	£884.82
066831-0	E03	09650	Welfare/Resource Assistants	£589.89
068447-0	E03	09650	Welfare/Resource Assistants	£690.61
				£5,186.40 E

This report shows a summary of transactions downloaded / coded to a subjective code within the current CFR category, with a staff code, where no corresponding staff record can be found (i.e. it does not exist within Star Accounts). A common reason for this could be that the cost relates to supply staff for which a budget is not assigned within the budget planner, or a new member of staff has been paid that has yet to be set up within Star Accounts.

Transaction Errors:

The following transactions are coded to a subjective code within the above staffing CFR category without a Staff Code.

Voucher	Supplier	CFR	Subj	Subjective Description	Amount	DL
80392	Norfolk County Council	E03	09650	Welfare/Resource Assistants	-£1,067.00	N
Creditor for - Est MFL Assistants claim forms - March 13						
80393	Norfolk County Council	E03	10060	Education Support Staff - O/T	-£635.00	N
Creditor for - Est TA additional hours - March 13						
					-£1,702.00	F

This section shows all transactions held within Star Accounts under the current CFR category that do not have a staff code assigned to them, for example, year end creditors. These contribute to the overall actual for the CFR group but do not appear under individual records.

Supply Staff Costs:

The following staff members are listed as supply staff, however, the amounts shown contribute towards the "Actual from BCR" figure above (B).

Staff Code	Staff Name	Subj	Subjective Description	Amount
023625-0	Pedley, Lynden	06200	Peripatetic Contracted Teachers	£294.28
041374-0	Stanford, James	06200	Peripatetic Contracted Teachers	£305.85
063802-0	Fryer, Rodney	06200	Peripatetic Contracted Teachers	£1,754.15
				£2,354.28 G

Staff members with the "Supply" type (see above) are excluded from this report as they are not budgeted for on an individual basis within the Budget Planner Software. These costs are usually assigned to CFR Group E02 however payroll costs may also be downloaded against a subjective code belonging to a different CFR category for supply staff.

This summary shows all costs within the current CFR Category where the staff code used relates to a Supply staff member. This figure will be included within the '**Actual from BCR**' but have no corresponding detailed record within the monitoring report.

Reconciliation Summary:

Actual from CFR Summary (above)	£1,070,915.10	A
Actual from BCR	£1,073,587.92	B
CFR Miscodings	£0.00	C
CFR Miscodings from Other CFR Groups	£0.00	D
Staff Code Errors	£300.04	E
Transaction Errors	£18.50	F
Supply Staff	£2,354.28	G
Reconciliation Total (should be £0.00)	£0.00	A-B-C+D+E+F+G

The net effect of all errors listed and actuals shown should reconcile to £0.00. A summary of the actuals and errors is provided at the foot of each CFR category for reference. Please contact your Finance Support Officer for assistance if the total is not £0.00.

Please Note: Line D (CFR Miscodings from Other CFR Groups) is the total actuals for the current CFR group that are within other CFR groups (i.e. an E04 that is listed against E06 etc).

For further guidance on what this report shows, and instructions for correcting issues found within it, please refer to the Frequently Asked Question "**How do I correct data issues in the Staff Monitoring Report?**"

Entering Budgets – **Transactions Tab**
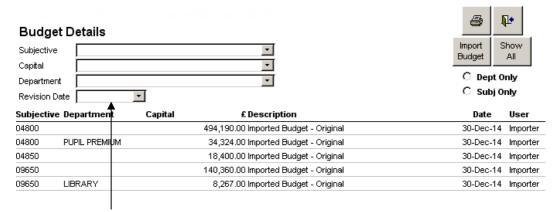
> **Please Note**: From **April 2015** all budgets can **only** be entered into Star Accounts via the Budget Planner Software (either automatically or via the manual import (see below). From April 2015 clicking the '**Budget**' button will take users straight to the Budget History screen (as below).

Budget History

From the Main Menu click the '**Budget**' button to see details of all revisions made to budgets within Star Accounts.

This report provides details of all budget entries/amendments made during the current financial year.

Use the drop down boxes to filter by Subjective, Capital, Department code or Revision Date.

Click '**Show All**' to remove any filters that have been applied.

Click the '**Dept Only**' only to view only those budgets assigned to a department code.

Click the '**Subj Only**' only to view those budgets assigned to a subjective code only.

The '**Subj Only**' option will not be available from April 2015 as all budgets will be assigned to a subjective code (including departmental budgets).
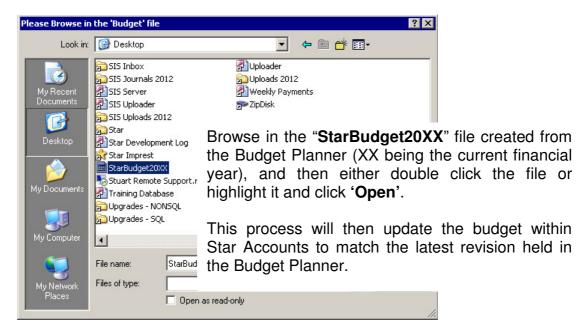
Importing Budgets
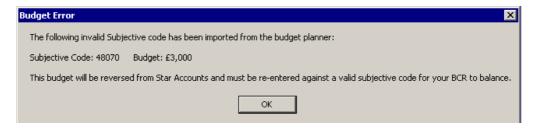
The Budget Planner Software provided by Norfolk County Council includes a procedure for exporting the current budget plan directly into Star Accounts. This is only possible if both Star Accounts and the Budget Planner are located on networked computers / drives (i.e. both can be opened on the same computer). If the two programmes are **not** networked a file can be created within the Budget Planner that can be manually imported into Star Accounts.

Please refer to the Budget Planner User Guide for instructions regarding creating the file required. Once the file has been created it can be imported into Star Accounts in the following way.

From the Main Menu select the '**Transactions**' tab, click '**Budget**' and then click '**Import Budget**'.

Browse in the "**StarBudget20XX**" file created from the Budget Planner (XX being the current financial year), and then either double click the file or highlight it and click '**Open**'.

This process will then update the budget within Star Accounts to match the latest revision held in the Budget Planner.

Any issues with invalid subjective codes will be reported once the budget has been imported. These issues must be resolved for your budget to balance to zero.
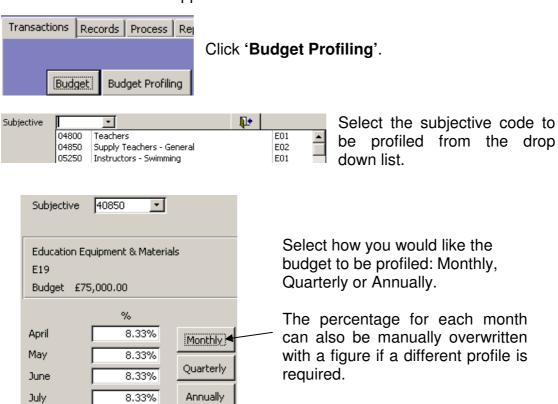
Please Note: The above 'Budget Error' process will also be carried when opening the BCR.

Budget Profiling

It is not recommended that schools use this facility unless it fully understands the effect it has on the budget.

To activate budget profiling select the '**Records**' tab from the Main Menu, then click on '**School Details**' and place a tick in the '**Budget Profiling**' box.   When this has been activated an additional button will appear on the '**Transactions**' tab.

Click '**Budget Profiling**'.

Select the subjective code to be profiled from the drop down list.

Select how you would like the budget to be profiled: Monthly, Quarterly or Annually.

The percentage for each month can also be manually overwritten with a figure if a different profile is required.

Please Note: The total profile percentage must equal 100% before the profile can be saved.

It is important that budget profiles are reviewed and adjusted in the light of actual expenditure.
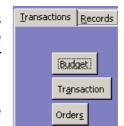
If profiles indicate an under spend you should not assume that money has suddenly become available to spend elsewhere.

Profiles do not reliably predict a year-end overspend or underspend.   They are simply a measure of progress at a specific date.
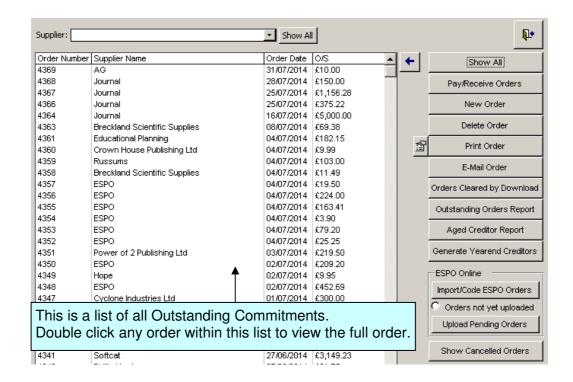
About Orders – Transactions Tab

To ensure that the schools Budget Control Report (BCR) is as accurate possible any known or planned expenditure should be entered into Star Accounts as a purchase order (commitment).

To access this function from the Main Menu select the '**Transactions**' tab and click '**Orders**'.

This list defaults to show only those orders with an outstanding commitment. To also view any fully paid orders click the '**Show All**' button.

Order Number	Supplier Name	Order Date	O/S
1790	ESPO	23/05/2013	£0.00
1789	2CQR	07/05/2013	£19.00

Order shown with £0.00 '**O/S**' have been fully paid. Double click the order to view the full order details.

Click '**Show Outstanding Only**' to re-filter the list.

Filter by Supplier

To filter the list of orders relating to a specific supplier select the supplier name from the drop down list at the top of the screen.

Please Note: This list shows all suppliers that purchase orders have been rasied for during the current financial year (paid and unpaid), therefore, if a supplier is selected and no orders are shown it is likely that all orders for that supplier have been fully paid.

Click '**Show All**' to reset the summary list.

Create an Order

   Click '**New Order**'.
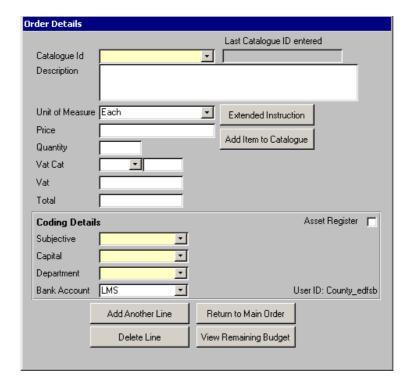
This will open a list of all suppliers held within Star Accounts. Double click required supplier to open the Order Input Screen.

If the supplier does not appear in this list click '**New Supplier**' to create the supplier required.

TIP: Press Ctrl and E from the Main Menu to create an ESPO order.
Press Ctrl and O from the Main Menu to create an order for any other supplier.
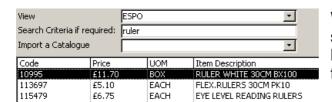
Entering Order Details

If the '**Order Details**' form above does not automatically appear when the Order screen opens click the '**Add a line**' button.

Catalogue ID – If a catalogue has been created/imported for the selected supplier (e.g. ESPO) either type in the catalogue number or select an item from drop-down list. If you are unsure of an items number double click the Catalogue ID to view the catalogue search facility (see Section 4).

When the catalogue search screen is closed the details of a highlighted item will be pulled through to the order detail form.

A unique Catalogue ID can be entered even if the current supplier does not have a built in catalogue. However, a '0' (zero) must be entered if you do not wish to use a unique Catalogue ID.

Last Catalogue ID Entered – This shows the catalogue ID of the last item entered in the current order for cross checking when entering a large order.

Description – Enter a brief description of the item if these details are not automatically entered from a catalogue.

Unit of Measure – This value defaults to "Each". Box, Set and Packet are also preset in the drop-down list, however, any measure can be typed into this field.

Price – Enter the value (**excluding VAT**) of **each** item if one is not automatically entered from a catalogue.

Quantity – Enter the number of items being ordered.

Please Note: After entering the quantity any default subjective code or department code entered against the current suppliers record (see Section 4) will be entered on screen unless the default subjective code is an income code.

VAT Cat – Select the appropriate VAT code from the drop down list. The VAT amount will then be calculated by Star Accounts.

Vat Cat			
Vat	A	Standard	20%
	E	Exempt	0%
Total	H	Heating	5%
	T	Outside the Scope	0%
Coding Details	Z	Zero	0%

Subjective Code – Type in the required subjective code, or choose one from the drop down list, if a default subjective code has not been entered. Any default subjective code entered can be changed if required.

Capital Code – Type in the required capital code or select one from the drop down list if the order relates to capital expenditure. Double click this list to enter the Capital Code screen to create or search for a capital code (see section 3).

Department Code – Type in the required department code, or select one from the drop down list, if a default department has not been entered. Any default department code entered can be changed if required. Double click this list to enter the Department Code screen to create or search for a department code (see section 3).

Asset Register – Place a tick in this box if you wish to flag the item as an item that needs to be added to your Asset Register (see Section 20).
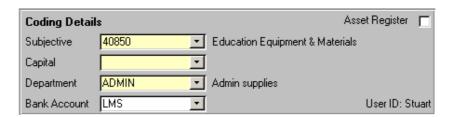
Create Catalogue Item

If the current order relates to supplier that doesn't have an associated catalogue, but is one from which you regularly order the same items, it may prove useful to create your own catalogue so that the same details do not have to be manually entered each time the item is ordered.

When a **unique** Catalogue ID, Description, Price and Unit of Measure have been entered click the '**Add Item to Catalogue**' button.

Add Item to Catalogue
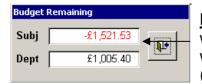
Coding Details

Select the required '**Subjective**', '**Capital**' and '**Department**' Codes from the drop down lists.   Remember: a subjective code and department code will be entered automatically if the supplier record has a default (see Section 4). Double Click any of these fields to view a search facility to find the appropriate codes.

To see the effect of the chosen coding details on the budgets assigned click the '**View Remaining Budget**' button.

Please Note: If '**View Remaining Budgets**' is clicked whilst viewing a previously entered line that order line will be included twice within the budget remaining total (i.e. the budget will be overstated).

Process Order Line

Click '**Add another Line'** to accept the on screen order line and add further lines to the order.

Click the '**Return to Main Order'** button to accept the order line and close the 'Order Details' screen.

Please Note: Once either of these options is clicked Star Accounts will validate the data entered and prompt for any missing information. Order lines will not be saved until all required information has been entered.

Click '**Delete Line'** to remove the currently viewed order line, or cancel entering a new order line.

Additional Details

Supplier   ESPO
Address   Barnsdale Way
                Grove Park
                Enderby
                Leicestershire
[Add a line]   LE19 1ES

[Special Requests]

Alternative Delivery Address [▾]

Order Requisitioned By [▾]

Special Requests: Click the '**Special Requests**' button to enter any additional information relevant to the order, such as a preferred delivery time.

Special Requests
Please deliver in the afternoon

These details are entered at the bottom of the screen once the button has been clicked.

Alternative Delivery Address: If the order needs to be delivered to a different address select the required address from the drop down list. The 'Customer Address' on screen will change to show the full address of the alternate when selected.

[▾]
[LOWER]

Please Note: This list will show all alternative delivery addresses created within the 'School Details' screen (see Section 2). If the required address does not exist double click the drop down list to create a new one.

Order Requisitioned By: If an order needs to be marked for the attention of a specific member of staff select their name from the drop down list.

[▾]
Acteson, Heidi
Adams, Matthew
Alexander, Claire
Allison, Micheala
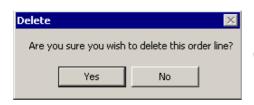
Please Note: Only staff members appearing in your staffing list can be selected (see Section 5).

Delete a Line or Order

To delete a line from an order view the original order (by double clicking it within the Orders Summary List).

Catalogue Id   Description

8293P   BATTERY MN2400 1.5V PK10

8291P   BATTERY MN1500 1.5V PK10

8292P   BATTERY ALK MN1604 9V PK10

Double click either the Catalogue ID or Description of the required line to view the 'Order Details' and then click '**Delete Line**'.
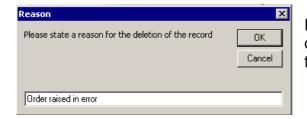
Click '**Yes**' to delete, or '**No**' to cancel.

This should only be used if an item has been added in error. If an item has been ordered that will not be received any outstanding commitment should be cleared via the '**Pay/Receive Orders**' screen (see below for full instructions).

Part Received and Part Paid order lines cannot be deleted. Any outstanding commitment should be cleared via the Pay/Receive Orders screen (see below).

To delete a complete order highlight the required order from the Order Summary screen, and click '**Delete Order**'. **An order can only be deleted if none of the items have been received or paid.**

Enter a brief reason for deleting the order and click '**OK**'. Click '**Cancel**' to stop the order deletion.

Editing an Order Line

To edit a line from an order view the original order (by double clicking it within the Orders Summary List).

Double click either the Catalogue ID or Description of the required line to view the '**Order Details**' screen.

Make any amendments as necessary within the 'Order Details' screen and then click '**Return to Main Order**' to save the changes made.

Please Note: Order lines that have been part received or part paid cannot be edited. The remaining commitment for the order line should be cleared (via the '**Pay/Receive Orders**' screen), and anew line added with the amended details for the remaining items ordered.

Adding a Line

To add additional lines to an order, for example to add postage and packing costs, view the original order (by double clicking it within the Orders Summary List).

Supplier   ESPO
Address   Barnsdale Way
              Grove Park
              Enderby
              Leicestershire
[Add a line]   LE19 1ES
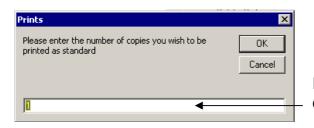
Click '**Add a Line**'. Once details of the new line have been added click **'Return to Main Order'** to view the amended order.

Printing Orders

Orders can be printed from within the Order Detail screen by clicking the '**Print**' button. Double click the required order within the Orders Summary List to view the order.

Orders can also be printed from the 'Orders Summary' screen by highlighting the required orders within the list and clicking the **'Print Order'** button. The default number of copies for printing orders can be changed by clicking the default button (to the left of 'Print Order').

Prints

Please enter the number of copies you wish to be printed as standard

[OK]
[Cancel]

|1

Enter the number of default copies required and click '**OK**'

Multiple orders can be printed at the same time by highlighting the required orders within the Order Summary list and clicking '**Print Order**'. To de-select all highlighted orders click the arrow button at the top of the list.
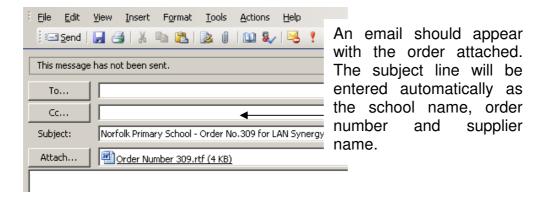
Emailing an Order

This process will only work if Microsoft Outlook is the default email client on the computer being used.

From the Order Summary screen highlight the order you wish to email and then click the "**E-Mail Order**" button.

An email should appear with the order attached. The subject line will be entered automatically as the school name, order number and supplier name.
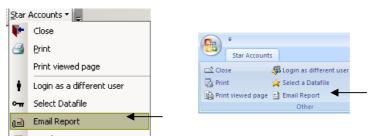
If the supplier record for the requested order contains an email address (see Section 4) the email address will be prefilled. If the supplier does not have an email address within its record enter the required address before clicking '**Send**'.

Please Note: If multiple orders are highlighted in the Orders Summary List Star Accounts will loop through all highlighted orders creating an email for each order.

Alternatively, from within an order select '**Email Report**' from the Star Accounts dropdown. This will then open an email as per the instructions above.

Please Note: Any order (or report) emailed from within Star Accounts will be sent in a "Rich Text Format" (rtf). This means that the reports will not email exactly as they appear on screen. Any formatting such as highlighting in bold, lines or logos will not be shown on the attached document. This means your **school logo will not appear** on emailed orders.

A typical emailed order will appear as shown below:

Order Number		27
Order Date		15-Jul-08
Account No (DPN)		

ESPO
Barnsdale Way
Grove Park
Enderby
Leicestershire
LE19 1ES

Customer Norfolk Primary School
Address The Street
       Buckingham Palace
       London

NR1 2DL
Phone No. 01603222492

Id	Description	Unit of Measure	Price	Qty	Vat	Total
18503	POT ELECTRIC WAX FOR BATIK	EACH	£54.00	1	£9.45	£63.45
24589	WAX PELLETED PARAFFIN 2KG	EACH	£3.98	1	£0.70	£4.68
27743	DYE COLD WATER 12x6g ASST	PACKET	£13.95	1	£2.44	£16.39

Nett		71.93
Vat		12.59
Gross		84.52

Alternatively: If your school has Microsoft Office Document Image Writer, or any similar programme that saves electronic copies of your printing (e.g. PDF Creator) you can simply select to print the order using this software (via the printers button on the Main Menu – see Section 1) and then attach the file that is created to an email.
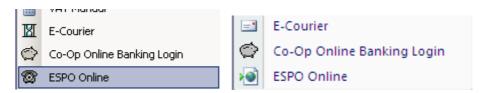
ESPO Online Ordering

About ESPO Online Ordering: The ability to order directly from the ESPO website (www.espo.org) is available to Norfolk Schools. The order is completed via the website and imported into Star Accounts for coding and authorisation, and then uploaded back to the ESPO website for processing. This process is detailed below.

To be able to use the ESPO online ordering functions within Star Accounts:
1. The ESPO Online feature needs to be activated within Star Accounts (see Section 2);
2. The school will need to register with the ESPO website to obtain a User Name and Password (see below)
3. A Delivery Point Number **must exist** within the ESPO supplier record (see below)
4. Microsoft Outlook **must** be the default email client for the computer being used to process the online orders.
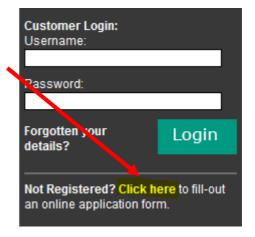
Please Note: An '**ESPO Online**' web link has been added to the Star Accounts '**Web Links**' Menu (Office 2003) and '**Web Sites**' drop down (Office 2007/2010).

<div style="border:2px solid black">

Please Note: Orders raised within Star Accounts to ESPO can also be uploaded to the website even if they were not created within the website. Simply create the order as normal, and use the 'Upload' features described below.

</div>

Register with ESPO Online

Open the ESPO website using the '**ESPO Online**' link within Star Accounts. Complete the User Registration form by clicking here.

Complete the form to obtain a User Name and password for logging onto the ESPO system. Please ensure you check the content ordering only option.

When you click '**Next**' you will be requested to enter the email address where the order should be sent. Please enter the schools email address (office@ or finance@).

Once you have been assigned a user name and password you will be able to shop on the website and create a requisition to be imported into Star Accounts.

Delivery Point Number (DPN)

Each school is assigned a unique DPN by ESPO, which can be found on any ESPO invoice or delivery note received at the school. Please ensure the correct DPN is entered against the ESPO supplier to ensure your orders are correctly processed.

Delivery Point Numbers can be entered in the following within Star Accounts:

Suppliers: The DPN **must** be added to the ESPO supplier record before any online ordering can take place (see Section 4).
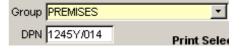
Alternative Delivery Address: If the school has multiple sites, each with a unique DPN, an alternative delivery address should be created for additional each site and the DPN added to the Alternative Delivery Address (see Section 2).

Norfolk	
NR1 2DL	
DPN	1245Y/013

Please Note: If your school has multiple sites but **only one** ESPO DPN this field can be left blank.

Department Codes: If individual department codes have been assigned a unique DPN by ESPO this can be entered in the department code screen (see Section 3)

Group	PREMISES
DPN	1245Y/014
	Print Sele

The DPN assigned to an ESPO online order is determined in the following way:
1. The DPN from the first department used within the order which has been assigned a DPN will be used;
2. The DPN from any alternative delivery address assigned
3. The DPN from the ESPO Supplier record.

For example, if an order is raised in which no department or alternative delivery address is assigned the DPN from the ESPO supplier record will be assigned.

ESPO Online Order – Additional Fields

When entering an order online there is an additional field '**Extended Instructions**' within every line of the order.

Anything entered in this field will be printed on the delivery note against that line of the order. This field will also be available in Star Accounts for ESPO orders only.

Add to order	
Quantity	1
Extended instructions	Deliver to the Kitchen
	Add / Hide options

Unit of Measure	PACKET
Price	£4.00
Quantity	2
	Extended Instruction
	Add Item to Catalogue

The '**Instructions**' field will be imported into the '**Special Requests**' field within Star Accounts.

Please note, instructions will only be read if the urgent order box is checked.

IMPORTANT: Do NOT enter Card Purchase / Credit Card information into this box:
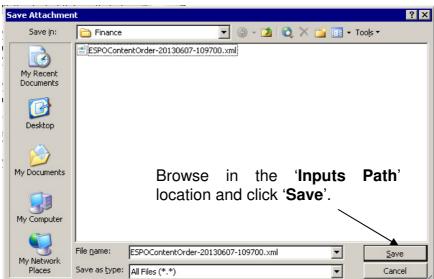
Any order entered on the ESPO website is not considered "Live" (i.e. the goods ordered will not be dispatched). Only orders that have been imported into Star Accounts, coded and authorised, and then exported back to ESPO become live orders.

Once an order is completed online ESPO will email the order to the email address entered during the registration process.

Importing ESPO Orders

Once an order has been emailed from the ESPO website it should be saved to the '**Inputs Path**' shown within the '**School Details**' screen.

Inputs Path	C:\Documents and Settings\All Users\Desktop\inbox\finance\

Within the emailed requisition right click on the attachment and click '**Save As**'.

Browse in the '**Inputs Path**' location and click '**Save**'.

When the emailed file has been saved click '**Orders**' within the '**Transactions**' tab.

With the 'ESPO Online' option activated (see Section 2) the additional options shown will appear.

Click '**Import/Code ESPO Orders**'.
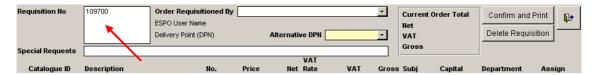
Please wait for the 'Import Completed' message before continuing. This may take several minutes to appear.

Please Note: Once imported the orders are deleted from the 'Inputs Path'.
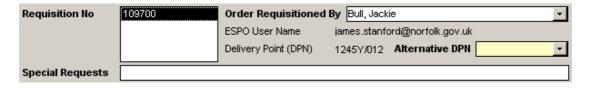
Code and Authorise Orders

After importing the ESPO orders the following screen will open.

Highlight the required Requisition from the list to view the items ordered within it.

Order Header

Order Requisitioned By: This will default to the contact name entered for 'Ordering' within the School Details screen (see Section 2). This can be changed by selecting the required staff member from the drop down list.

ESPO User Name: This field will contain the user name of the person who raised the order on the ESPO website. This field cannot be amended.

Delivery Point (DPN): This is the DPN entered within the ESPO supplier record.

Alternative DPN: If you wish to override the main ESPO DPN, select the alternative delivery address from the drop down list.

If the required alternative delivery address does not appear double click the list to create a new address. Please ensure a valid DPN is entered.

Special Requests: If the '**Instructions**' field on the ESPO website was used the text that was entered will be shown here. This can be amended by overtyping as necessary.
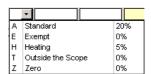
Order Lines

Catalogue ID	Description	No.	Price	Net	VAT Rate	VAT	Gross	Subj	Capital	Department
79782	POLYPROPYLENE CLEAR TAPE, 12mm x 33m Tape, Small Core, 12, Pack of	2	1.05	2.10	▾			▾	▾	▾

Asset ☐   Extended Instructions

Catalogue ID and Description: These relate to the item ordered from the ESPO catalogue. These cannot be changed.

No.: This is the number of items ordered. This can be amended by overtyping the quantity shown to order more or less of the goods shown.

VAT Rate: Select the appropriate VAT Rate applicable to the item from the drop down list.

A	Standard	20%
E	Exempt	0%
H	Heating	5%
T	Outside the Scope	0%
Z	Zero	0%

VAT: This will be calculated by Star Accounts once the VAT Rate has been selected. This can be amended when the invoice is receipted and paid if necessary.
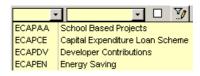
Gross: This will be calculated by Star Accounts once the VAT Rate has been selected by adding the **Net** and **VAT** amounts together.

Subjective Code (Subj): Select an appropriate subjective code from the drop down list. If you are unsure of the most appropriate subjective code to use, double-click the 'Subjective' field to open a search facility.

Search criteria |equi

Subj	Details
40000	Office Equipment
40320	Operational Equipment - Maintenance
40830	Cluster Operational Equipment & Expenses

All expenditure subjective codes containing the search criteria within its details will be shown. Double click the subjective code you wish to use to enter it into the order line.

Capital Code: Select the required capital code from the drop down list. Double click the 'Capital' field to create a new code (see Section 3). On exit of the capital code screen the last viewed capital code will be added to the order line.

ECAPAA	School Based Projects
ECAPCE	Capital Expenditure Loan Scheme
ECAPDV	Developer Contributions
ECAPEN	Energy Saving

Capital Codes can only be used in conjunction with subjective codes beginning with "C".

Department: Select the required department from the drop down list. Double click the 'Department' field to create a new department (see Section 3). On exit of the department code screen the last viewed department code will be added to the transaction.

Asset: Place a tick in this box if you wish to flag the item as an item that needs to be added to your Asset Register (see Sections 17 and 20).

Extended Instructions: Click the '**Extended Instructions**' button to view any instructions that were entered into the website, or to add any additional information required on the delivery note, e.g. specific instructions to the caretaker on where the goods should be delivered.

Click the '**Extended Instructions**' button again to hide the field.

Copy Coding Details

If the coding details of the current line are applicable to all lines within the order click the '**Copy Coding**' to the right off the required line.

Please Note: This process can only be completed if a VAT Rate and Subjective Code have selected as a minimum.

All Lines: The coding details of the current line will be copied to all line within the current order where the coding details are all blank i.e. the VAT Rate, Subjective Code, Capital Code and Department have not been altered.

Selected Lines: The coding details can be copied to specific lines by placing a tick in the 'Assign' box within each row the coding details are to be applied to. The coding will only be copied to those lines where the VAT Rate, Subjective Code, Capital Code and Department have not been altered. If any of these details exist the line will not be amended.

Creating Multiple Orders

The details within the selected requisition can be assigned to more than one confirmed order within Star Accounts if required, for example, to split the order for different departments or different members of staff ('**Order Requisitioned By**').

To split the details shown on screen place a tick in the '**Assign**' box to be assigned to the current order.

If at least one '**Assign**' box has been ticked only those lines that have been "assigned" will be exported to be uploaded to the ESPO website when the '**Confirm and Print**' button is clicked. If there are no ticks in any of the '**Assign**' boxes all of the order lines on screen will be added to the order.

To remove the ticks from all "assigned" lines double click the word '**Assign**' at the top of the screen.
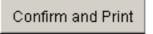
Confirm and Print Order

Before confirming the order ensure that the '**Current Order Total**' details match expectations.

Click '**Confirm and Print**.
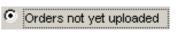
Any errors with the coding details will be reported and must be corrected before the order can be processed.

Once all coding issues have been resolved the order will be processed within Star Accounts as a commitment and an order will be printed. This order should be signed / authorised as per normal orders. The order will then appear within the list of Outstanding Orders on the Order Summary screen.

Order Number	Supplier Name	Order Date	O/S
1792	ESPO	09/07/2013	£2.10
1789	2CQR	07/05/2013	£19.00
1788	A Moye	07/05/2013	£24.00

Export Confirmed Orders to ESPO

Within the 'Orders Summary' screen click the
'**Orders not yet uploaded**' option within the "ESPO
Online" section.

Remember: This list will include orders raised on the ESPO website and
orders created within Star Accounts that have not been flagged as uploaded.
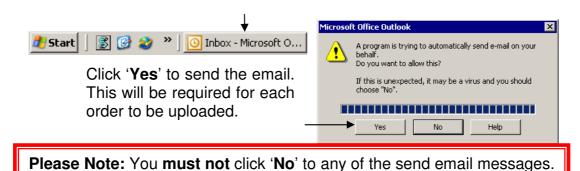
To remove an order from the upload process, click the order to remove its
highlight (the line will return to white). These orders will
appear each time the '**Orders not yet uploaded**' option
is clicked, unless the '**Order Sent**' flag is ticked within the
order.

Only those orders highlighted will be uploaded to ESPO via email. After
selecting the orders to be uploaded click '**Upload
Pending Orders**'.

Click '**Yes**' to continue, or '**No**'
to cancel.

If '**Yes**' is clicked to the above message Star Accounts will loop through each
highlighted order creating the required output file, which will be attached to an
email to be sent to ESPO.   If the system appears to freeze during this
process it may be that an email prompt is hidden behind Star Accounts. If the
prompt below cannot be seen on screen (as below) please click on the
Microsoft Outlook tab within the start bar to view it:

Click '**Yes**' to send the email.
This will be required for each
order to be uploaded.

Please Note: You **must not** click '**No**' to any of the send email messages.

Please wait for the confirmation message to appear before continuing. Click '**OK**'.

Resubmit an Online Order: Once an order has been uploaded to the ESPO website it will disappear from the list of 'Orders not yet uploaded'. If the order is not received for processing by ESPO for any reason it can be resubmitted by double clicking the order within the Order Summary list to view the full order.

Remove the tick from the '**Order Sent**' box and the order will re-appear in the 'Orders not yet uploaded' list.

Please Note: ESPO may process the order twice if the order has already been successfully uploaded to their website.
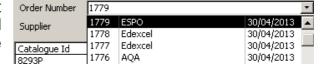
Order Payment

From the Orders Summary List highlight the order you wish to pay and click '**Pay/Receive Orders**'.

This will open the '**Order Receipt**' screen. Please ensure that the '**Order Number**' shown at the top of the screen matches the order number selected in the Orders Summary List. If it does not match then the required order can be selected from the drop down list.
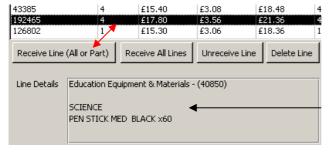
Receive Lines: Order lines can only be processed for payment when the number of items received has been entered for each line.

Catalogue Id	Number	Nett	VAT	Total	Received	Paid	£ O/S	Status
8293P	2	£4.00	£0.80	£4.80	0	0	£4.80	
8291P	3	£5.55	£1.11	£6.66	0	0	£6.66	
8292P	4	£32.00	£6.40	£38.40	0	0	£38.40	
183261	2	£32.10	£6.42	£38.52	0	0	£38.52	
56746	5	£5.75	£1.15	£6.90	0	0	£6.90	
08636	10	£12.90	£2.58	£15.48	0	0	£15.48	
63185	20	£32.00	£6.40	£38.40	0	0	£38.40	
33480	2	£8.00	£1.60	£9.60	0	0	£9.60	
81884	1	£4.70	£0.94	£5.64	0	0	£5.64	
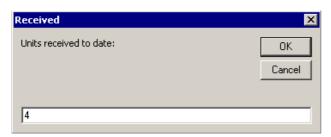
 Click '**Receive All Lines**' if all of the items ordered have been received.

If an order is part received, or an order line is only part received, the actual number of items received should be marked as received. Highlight the required order line and click '**Receive Line (All or Part)**'.

The coding details that are shown at the bottom of the screen relate to the highlighted order line.

Enter the number of items received. The '**Units received to date**' shown when this box opens is the maximum number that can be marked as received.

If 10 items were originally ordered and 3 of those have already been paid the maximum that can be entered as received will be 7 (taking the items received back to the 10 ordered).

TIP: If a large order is received where only one or two items have not been received click 'Receive all Lines' then highlight the lines not received and click 'Receive Line (All or Part)' to amend the number of items received.
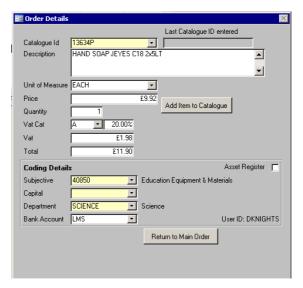
To mark all items within an order line as not received highlight the required order line and click '**Unreceive Line**'. This will reset the number of items received back to either 0 or the number of items that have already been paid for part paid order lines.

Edit / Delete / Add Order Lines: When receiving order lines care must be taken to ensure that the total amount paid matches the invoice received, even if this differs from the original order lines entered.

Order lines can be edited within the 'Order Receipt' screen by double clicking the required order line.

Amend any details as required, and then click '**Return to Main Order**'.

Please Note: If an order line has been part paid the 'Order Details' screen will open, however, no amendments will be able to be entered.
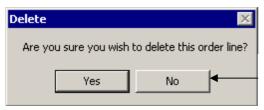
To make amendments to part paid order lines the outstanding commitment should be removed and a new line entered for the amended items.

Add a New Line   Click '**Add a New Line**' to enter an additional line to the order, for example, to register a postage charge not originally entered.
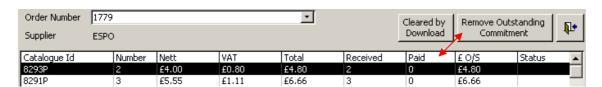
This will open the 'Order Details' screen, which should be completed as described above.

Delete Line   To remove an order line highlight the order line required, and then click the '**Delete Line**' button. A line can only be deleted if it has not been marked as received, or part paid.
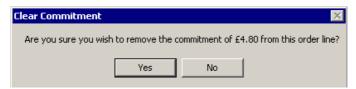
Click '**Yes**' to remove the line or '**No**' to cancel.
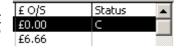
Remove Outstanding Commitment: If an order line is part received or part paid no changes to the details entered will be allowed. If an invoice for the remainder of the items is received which differs from the original entry the outstanding commitment for the order line should be cleared, and a new line entered for the items received.

Highlight the line you wish to clear and click '**Remove Outstanding Commitment**'.

Click '**Yes**' to clear the commitment, or '**No**' to cancel. The '**Status**' for any line that has had a commitment removed will show as "**C**" within the 'Order Receipt' screen.

Please Note: Outstanding commitments should only be cleared after paying for any received items. Removing outstanding commitments will amend the number of items ordered to equal the number of items paid. If no items on a line have been registered as paid the whole line will be cleared from the order.
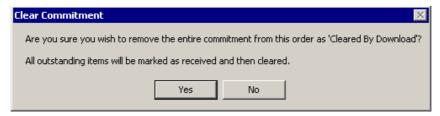
Cleared By Download; Payments from Norfolk County Council will be received via the monthly download (See Section 14). For example, if the Schools Finance Team audits your school fund account this charge will appear on the download.

An order should have been created to register the commitment for this expected expenditure within Star Accounts, which must be cleared to ensure that the BCR accurately reflects your current position.
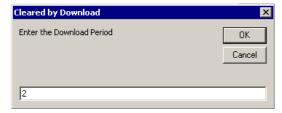
From the Order Summary screen highlight the required Order, and then click the '**Pay / Receive Orders**' button.

Order Number	1791					Cleared by Download	Remove Outstanding Commitment	
Supplier	Norfolk County Council							

Catalogue Id	Number	Nett	VAT	Total	Received	Paid	£ O/S	Status
SF Audit	1	£300.00	£0.00	£300.00	1	0	£300.00	

Click '**Cleared by Download**'.

Clear Commitment

Are you sure you wish to remove the entire commitment from this order as 'Cleared By Download'?

All outstanding items will be marked as received and then cleared.

Yes   No

Click '**Yes**' to clear the **entire** commitment from the order, or '**No**' to cancel.

Cleared by Download

Enter the Download Period

OK

Cancel

2
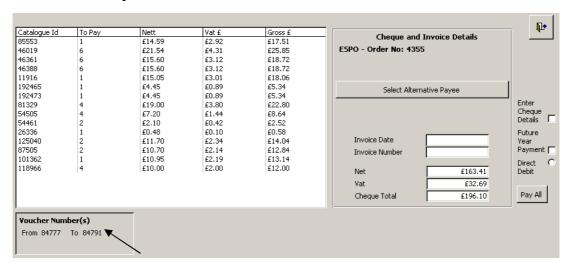
Enter the period number of the download the payment was received in, and then click '**OK**'. This is the **financial period** not the calendar month i.e. April = 1, May = 2 etc.

If you wish to ensure that the total to be cleared matches the amount received within a download, prior to clearing the commitment, click the '**Receive All Lines**' button and check that the total to pay figure matches the downloaded amount. **Remember**: Downloaded costs are usually Net of VAT (i.e. excluding VAT).

Process Payment: Once all items that have been received are receipted the "**Total to Pay**" figure **must** match the Gross Total of the invoice received.

If this total does not match the invoice amend any lines that differ from the invoice until the figure shown on screen matches the invoice. Once the "**Total to Pay**" figure matches the invoice click '**Pay All Received**'.

The voucher numbers that will be assigned to the transactions created when the payment is processed are shown here. If an order line is highlighted within the list the coding details for that line will also be shown.

Enter the '**Invoice Date**' and '**Invoice Number**' from the invoice received.

The '**Net**', '**VAT**' and '**Cheque Total**' amounts are automatically entered and cannot be overwritten.

If the VAT amount shown varies due to rounding, double click on any of the lines in the list and amend the VAT amount. If the VAT difference is over the 2p tolerance level you will need to adjust more than one line to ensure the VAT agrees with the invoiced amount.

Please Note: If the cheque printing facility is not activated within Star Accounts (see Sections 2 and 10) a '**Cheque Number**' and
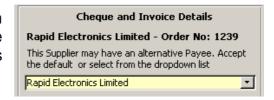
'**Cheque Date**' field will also appear on this screen, which must be completed before a payment can be processed. The Cheque Date will default to today's date but can be overwritten if required.

If the cheque printing facility has been activated within Star Accounts but you wish to enter the cheque details manually place a tick in the '**Enter Cheque Details**' field (by clicking it) to view the Cheque Number and Cheque Date fields (as above).

Please Note: If these details are completed the current payment will bypass the Cheque Printing process (see Section 10).

Alternative Payee: If the current supplier was created with an alternative payee (see Section 4) the alternative payee drop down box will automatically be shown on screen with a warning message.

If the supplier record was created with an alternative payee name, this will be shown. If the alternative payee name is blank the suppliers name will be shown.

Ensure that the correct alternative payee is selected within the drop down list. Double click the list to view a Supplier Search facility.

An alternative payee can also be selected for any order by clicking '**Select Alternative Payee**', and then selecting the required payee from the drop down list.

Future Year Payment: Future year payments are payments paid in advance for events due to take place in the next financial year. The most common example of this would be exam fees. If the order to be paid relates to a future year place a tick in the '**Future Year Payment**' field (by clicking it).

Any payments entered as future year payments will not appear on the current financial years' BCR, it will automatically be rolled forward to the next financial year as part of the year end procedure.

Payment by Direct Debit: If an order has been paid by direct debit it should be marked as received and processed for payment as detailed in the instructions above. However, when processing the payment click the '**Direct Debit**' button.

If this field is clicked a Cheque Number and Cheque Date will not be required or, if Cheque Printing is activated, the payment will not go to the cheque run screen to be assigned a Cheque Number.

Make Payment: When all required details have been entered on screen click '**Pay All**' to process the payment.

If there are any issues with the details entered an error message will appear detailing which fields require attention. All issues will need to be resolved before the payment can be processed.

Please Note: If Cheque Printing is activated within Star Accounts, and a cheque number has not been manually entered, the payment will need to be completed by assigning a cheque number (see Section 10).

Order Reporting

Outstanding Orders Report

To produce a report showing details of orders with an outstanding commitment click '**Outstanding Orders Report**'.

This report shows all outstanding order commitments. If you wish to filter the report to a specific supplier select the supplier from the drop-down list. Click "**All**" to remove the filter from the report.
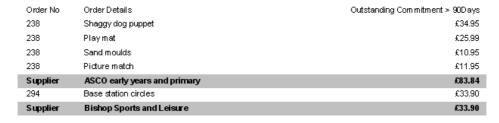
Click "**Not Sent**" to view a list of orders that have not been marked as sent (i.e. this box has not been ticked within the order screen).

Aged Creditors Report

The "**Aged Creditors Report**" provides a list of all orders held within Star Accounts with an outstanding commitment that is over 90 days old (i.e. 90 days between the order date and the current date).

This report defaults to the '**Summary**' view (one line per order). Click '**Detailed**' to view all lines that relate to the order with an outstanding commitment (as shown above).

Orders Cleared By Download

To produce a report showing details of orders that were paid via a download from Norfolk County Council click '**Orders cleared by Download**'.

Orders Cleared by Download

Order No	Description	Ordered Total
1110	EPCY1 - Clare Budgett: Year 6 new techincial writing tes	£163.00
	Ordered from Norfolk County Council	**£163.00 Cleared by Download in Period 3**
1213	ECVB7 - Ed Visit Co-Ordinator training 15/5/2013 - Crai	£90.00
	Ordered from NCC - Norfolk County Council	**£90.00 Cleared by Download in Period 5**

Cancelled Orders

To view any orders that have been cancelled / deleted click '**Show Cancelled Orders**'.
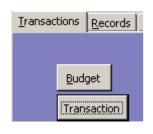
Order Number	Supplier Name	Status
1757	ERSA	Cancelled Automatically. No data.
1714	University of East Anglia	Cancelled Automatically. No data.
1703	Amazon co uk	Charges received by download P12 - 2012 / 2013
1674	Pinknoise Systems	Charges received by download P12 - 2012 / 2013

This will open a list of all deleted orders in the bottom of the screen, along with the reason entered for deleting the order.

Click '**Hide Cancelled Orders'** to close this list.

Entering Expenditure Transactions – **Transactions Tab**
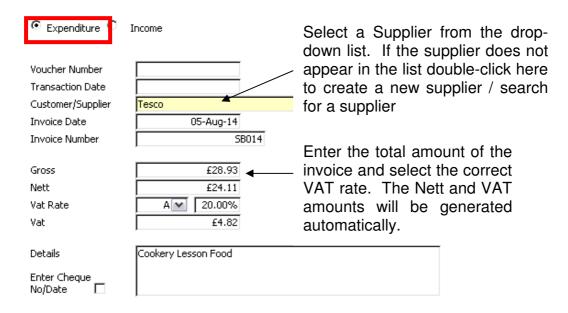
Invoices are entered as transactions if no order has been raised within Star Accounts. From the Main Menu select the '**Transactions**' tab and click '**Transaction**'

Click '**Add New Transaction**'
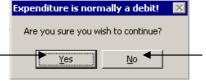
For an invoice received click '**Expenditure**' and complete the transaction as per the invoice details.

Select a Supplier from the drop-down list. If the supplier does not appear in the list double-click here to create a new supplier / search for a supplier

Enter the total amount of the invoice and select the correct VAT rate. The Nett and VAT amounts will be generated automatically.

An Order Number and Order Date is not required for these transactions.

Please Note: Expenditure must be entered as a *positive* amount. If you enter an expenditure transaction as a negative figure, the following message will appear:

If you click '**Yes**' the transaction will be completed as a negative figure.

If you click '**No**' the amount will automatically be changed to a positive figure

Cheque Number / **Cheque Date:** If the cheque printing option is not activated within Star Accounts (see Section 2) a cheque number and Cheque Date. The Cheque Date will default to today's date.

Cheque Number	
Cheque Date	05-Aug-14
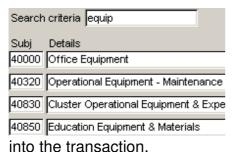
If the cheque printing is activated and you wish to manually assign a cheque number to the transaction place a tick in the '**Enter Cheque No/Date**' field, by clicking it, to view the required fields.

Enter Cheque No/Date ☐

Transaction Coding:

Enter Coding Details		Multiple Coding	☐ Future Year Payment
Subjective	40850	Education Equipment & Materials	
Capital			
Department	ARTED1	Art Resources	
Bank Account	LMS		☐ Asset Register

Default Coding: If the supplier selected for the current transaction has a default subjective code or department code these will automatically be entered after the supplier is selected. If the default subjective code is an income subjective code this will not be entered.

Subjective Code: If you are unsure of the most appropriate subjective code to use, double-click the '**Subjective**' list:

Search criteria	equip
Subj	**Details**
40000	Office Equipment
40320	Operational Equipment - Maintenance
40830	Cluster Operational Equipment & Expe
40850	Education Equipment & Materials

Enter a brief search criteria and press the enter key.

All valid non-download expenditure subjective codes containing the search criteria within its details will be shown. Double-click the subjective code you wish to use to enter it into the transaction.

Capital Code: Select the required capital code from the drop down list. If a new capital code is required double click the '**Capital**' list and create a new code following the instructions given in Section 3. On exit of the capital code screen the last viewed capital code will be added to the transaction.

Capital Codes can only be used in conjunction with subjective codes beginning with "C".

Department Code: Select the required department from the drop down list. If a new department code is required double click the '**Department**' list and create a new code following the instructions given in Section 3. On exit of the department code screen the last viewed department code will be added to the transaction.

Bank Account: All transactions default to the LMS Bank Account (i.e. the main school bank account). If your transaction relates to Petty Cash or any other bank account please ensure that you change the bank account before submitting the transaction.

Click '**OK**'.

Future Year Payment: See instructions on Page 14 regarding future year transactions.

Asset Register: Place a tick in this box if you wish to flag the item as an item that needs to be added to your Asset Register (see Section 17 / 20).

Save / Cancel Transaction:

Click '**Cancel**' to return to the transaction summary without saving the details entered. This will cancel only the transaction you are currently entering and not any previous entries.

To submit the current transaction and enter further invoices click **'New Transaction'**

To submit the current transaction and return to the transaction summary screen click '**Save and Return to Menu**'

After '**New Transaction**' or '**Save and Return to Menu**' are clicked Star Accounts will validate the data entered on screen and report any issues that must be rectified before the transaction is accepted.

Entering Income Transactions

From the Main Menu select the '**Transactions**' tab and click '**Transaction**'.

Click '**Add New Transaction**'

For any income received click '**Income**' and complete the transaction details as required.

Select a supplier from the drop-down list. If the supplier does not appear in the list double-click here to create a new supplier.

Enter the total amount of the income and select the correct VAT rate. The Nett and VAT amounts will be generated automatically.

Please Note: Income must be entered as a *negative* amount. If you enter an income transaction as a positive figure the following message will appear:

If you click '**Yes**' the transaction will be completed as a positive figure.

Income is normally a credit!

Are you sure you wish to continue?

Yes   No

If you click '**No**' the amount will automatically be changed to a negative figure
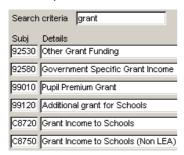
Please Note: If you click 'Yes' to the above message a refund cheque can be issued to the supplier – See Page 7 for details.

Transaction Coding:

Default Coding: If the supplier selected has a default subjective code or department code these will automatically be entered after the supplier is selected. If the default subjective code is an expenditure subjective code this will not be entered.

Subjective Code: If you are unsure of the most appropriate subjective code to use, double-click the '**Subjective**' list:

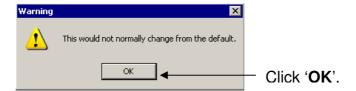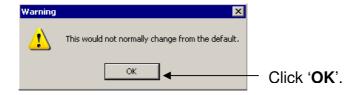Enter a brief search criteria and press the enter key.

All income subjective codes containing the search criteria within its details will be shown. Double-click the subjective code you wish to use to enter it into the transaction.

Capital Code: Select the required capital code from the drop down list. If a new capital code is required double click the '**Capital**' list and create a new code following the instructions given in Section 3. On exit of the capital code screen the last viewed capital code will be added to the transaction.

Department Code: Select the required department from the drop down list. If a new department code is required double click the '**Department**' list and create a new code following the instructions given in Section 3. On exit of the department code screen the last viewed department code will be added to the transaction.

Bank Account: All transactions default to the LMS Bank Account (i.e. the main school bank account). If your transaction relates to Petty Cash or any other bank account please ensure that you change the bank account before submitting the transaction.

Click '**OK**'.

Future Year Payment: See instructions on Page 14 regarding future year transactions.

Save / Cancel Transaction

Click '**Cancel'** to return to the transaction summary without saving the details entered. This will only cancel the transaction you are currently entering and not any previous entries.

To submit the current transaction and enter further invoices click '**New Transaction**'.

To submit the current transaction and return to the transaction summary screen click '**Save and Return to Menu**'.

After '**New Transaction**' or '**Save and Return to Menu**' are clicked Star Accounts will validate the data entered on screen and report any issues that must be rectified before the transaction is accepted.

Income Receipt

If you wish to produce a receipt for the income transaction being entered on screen place a tick in the "**Print Receipt on Exit**" box:

Example Receipt:

For Attention Of: Matt Adams
Matthew Adams
Room 064
County Hall
Martineau Lane
Norwich
NR1 2DL

School:
Norfolk Primary School
Martineau Lane
Norwich
Norfolk
nr1 2dl

Tel: 01603 222550
Fax: 01603 222505
Email: efs.ca@norfolk.gov.uk

Phone Number: 01603 222550
Fax Number: 01603 222505
School Contact:

Paying-In Slip Number I500123

Details
O Adams Alton Towers balance

Receipt Value   -£85.00

Signed:
Dated: 15/08/2011 15:13:22

Refund Cheques
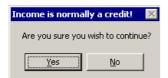
To issue a refund cheque against the original income subjective code an income transaction should be entered as a **positive** amount. If a positive amount is entered a '**Refund Cheque**' field will appear.

Place a tick in this box, by clicking it, if a cheque is required for this transaction. If the cheque printing feature is activated the transaction will then go to the cheque run screen to be issued a cheque number. If cheque printing is not activated the '**Cheque Number**' field will appear (as per expenditure transactions) which must be completed before the transaction can be saved.

Bounced Income Cheques

If income paid into the bank that does not clear (for example, a cheque that bounces) it should be corrected by either reversing the original transaction or entering a balancing income transaction using a positive amount.

If you manually enter the balancing entry you must click '**Yes**' to this message, then enter the transaction as a positive figure to balance out the original transaction.

Please Note: You must not issue a refund cheque for this type of transaction.
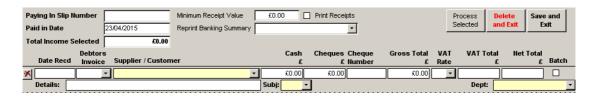
If the income had not yet been reconciled you will be able to reconcile both the debit and credit entries off against each other during the next bank reconciliation process. If the income had already been reconciled you will need to wait until the bounced cheque entry appears on your bank statement to reconcile the balancing entry.

Multiple Income Payments

To bank income from multiple sources in one update, and print a banking summary for the headteacher/responsible officer to sign, click the '**Multiple Income**' button from the "**Transactions Summary**" screen.

Please Note: This option is only available to schools using the **SQL** version of Star Accounts.

Date Recd: Enter the date that the payment was received from the supplier / customer. This cannot be greater than the '**Paid in Date**' shown at the top of the screen.

Debtors Invoice: If the income to be banked relates to an invoice issued through the Star Accounts Debtors module (see Section 18) select the relevant invoice number from the drop down list.

905	Forest Schools Education Ltd	£71.40	
906	Forest Schools Education Ltd	£30.00	
917	North Walsham Day and Community Services	£60.00	

This drop down list will only appear if the Debtors module has been activated within Star Accounts.

Please Note: If a debtors invoice is selected the Customer, VAT Rate, Details, Subjective Code and Department code will not be updateable. They will be fixed to the details entered on the original invoice.

Supplier / Customer: Select the required customer / supplier from the drop down list. If a '**Debtors Invoice**' has been selected this **cannot** be changed.

B and Q
Back In Action
Bag Books
Baileys of Norfolk Ltd
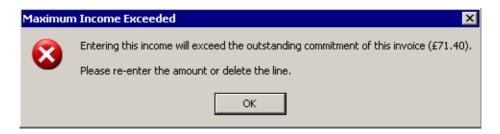
This list will contain both Suppliers (as used in Transactions) and Customers (as used in Debtors) if applicable. Double click the drop down box to open the '**Supplier Search**' to find or create the required supplier.

Payment: Enter the total payment received from the supplier / customer into either the '**Cash**' or '**Cheques**' field.

Please Note:
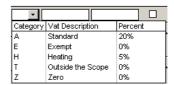
- Income **must** be entered as a negative figure.

- If a supplier/customer makes a payment via cash and cheques two separate lines will need to be entered.

- If you register a cheque payment, enter the '**Cheque Number**' of the cheque received to aid the reconciliation process.

- If a '**Debtors Invoice**' has been selected Star Accounts will ensure that the amount of income entered does not exceed the total outstanding for the selected invoice:

Gross Total: This is calculated by Star Accounts and cannot be amended.

VAT Rate: Select the appropriate VAT Rate applicable to the income from the drop down list.

If a '**Debtors Invoice**' has been selected the VAT Rate will not be updateable. If the selected invoice has any outstanding VAT applicable to it the Standard VAT Rate ("A") will be selected.

VAT Total: This field is calculated by Star Accounts once the VAT Rate has been chosen and is not updateable.

If a '**Debtors Invoice**' has been selected any payment entered will firstly be used to cover the VATable element of the invoice (if applicable). If the total income registered exceeds the amount needed to clear the outstanding VAT the amount shown will be the maximum VAT applicable to that invoice and a split VAT transaction will be entered when the income is processed.

Net Total: This field is calculated by Star Accounts and is not updateable.

Details: Enter a meaningful description for the income received. If a '**Debtors Invoice**' has been selected this will default to the invoice number the payment relates, which cannot be amended. If the payment registered is a cheque the cheque number entered will be added to the description when the income is processed.

Subjective Code (Subj): Select the most relevant income subjective code to process the income against from the drop down list.

74580	Rech to Ext SSG Pupil Focused (Rech 99140)
74590	Rech to Ext SSG Community (Rech 99150)
91100	Other Grant Income
91220	Contributions from Partnerships
91320	Health Authorities
91350	Out of County Recoupment (Pupil Premium)

If a '**Debtors Invoice**' has been selected this will default to the subjective code of the original invoice and cannot be amended.

Department Code (Dept): Select a Department Code from the drop down list if required. If a '**Debtors Invoice**' has been selected this will default to the department code of the original invoice and cannot be amended.
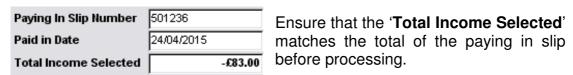
Batch: A tick should be placed in the '**Batch**' field (by clicking it) for each line of income that relates to the paying in slip that you wish to register (see "**Process Income**" below).

As each line is selected the "Total Income Selected" at the top of the screen will be updated:

Total Income Selected	-£83.00

To automatically select all lines entered double click the "**Batch**" label at the top of the screen.

Process Income
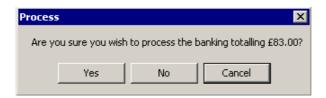
Once all required income lines have been selected to be included in the current '**Batch**' enter the '**Paying in Slip Number**' and '**Paid in Date**' at the top of the screen.

Paying In Slip Number	501236
Paid in Date	24/04/2015
Total Income Selected	-£83.00

Ensure that the '**Total Income Selected**' matches the total of the paying in slip before processing.
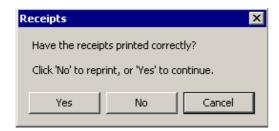
When these details have been entered, and any receipt requirements entered (see below), click the '**Process Selected**' button.

Once '**Process Selected**' is clicked the system will validate all of the lines selected to be included in the current '**Batch**' to ensure that all of the required information to process the income has been entered. Correct any issues that are reported and click '**Process Selected**' again.
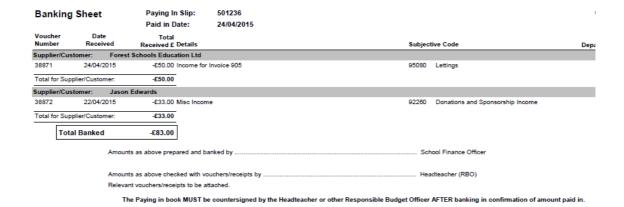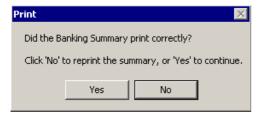
Click '**Yes**' to Continue. Click '**No**', or '**Cancel**', to stop the process.

If you have requested receipts to be printed (see below) ensure that they have printed correctly and then click '**Yes**' to continue, '**No**' to reprint the receipts or '**Cancel**' to stop the entire process.

A "**Banking Sheet**" will then be printed, listing all of the banking selected to be included in the current batch. This should be signed by the person that entered the banking and passed to the Headteacher / Responsible Budget Officer (RBO) to be checked and countersigned.

Ensure that this has printed correctly and then click '**Yes**' to continue, or '**No**' to reprint the "Banking Sheet".

Requested Banking Processed.

OK

Click '**OK**'.

Repeat the above process for all banking required.

Printing Receipts: Receipts can be printed from the '**Multiple Income**' screen when the income is processed by placing a tick in the '**Print Receipts**' field at the top of the screen.

| Minimum Receipt Value | -£5.00 | ☑ Print Receipts |

The minimum value at which a receipt will be printed for can be set by entering an amount in the '**Minimum Receipt Value**' field. This is defaulted to £0.00 when the screen is opened (i.e. a receipt will be printed for all income logged against the current paying-in slip number), but this can be overwritten.

The minimum value at which a receipt should be issued to a Supplier/Customer should be listed within your Schools Finance Policy.

Please Note: The receipts issued via this screen will be one per 'Supplier / Customer' shown, therefore, if several items are entered only 1 receipt will be printed (if the cumulative total of all income exceeds the '**Minimum Receipt Value**').
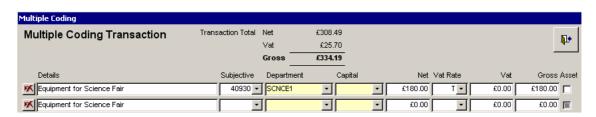
Multiple Coding Transactions

The multiple coding function should be used when several transactions require coding to different subjective and/or department codes, but all other details are the same (i.e. supplier, invoice number / paying-in slip number, cheque number etc).

Please Note: The first transaction line must be completed on screen before this feature can be accessed. The Gross amount entered must relate to the first line only – NOT the entire invoice total.

Once the first line has been entered click the '**Multiple Coding**' button within the coding details section.

The '**Details**' shown on each line will be brought forward from the first line of the transaction; these can be overtyped if necessary. Enter the coding details of the additional lines, along with the '**VAT Rate**' and either the '**Net**' or '**Gross**' amount.

Place a tick in the '**Asset**' box for each line you wish to flag as an item that needs to be added to your Asset Register (see Section 17 / 20). This option is only available for Expenditure transactions.

The '**Transaction Total**' shown at the top of this screen includes the details entered on the main transaction screen. This total **must agree** to the invoice total / paying in slip total before processing the transaction.

Once all additional lines are entered click the exit key to return to the full transaction screen. Process the transaction as normal ('**Add New Transaction**' or '**Save and Return to Menu**').

All lines entered will be shown within the "Details of Transactions" for the supplier within the Transaction Summary screen when processed.

Running Bank Total

When entering income and expenditure transactions a running total of the balances of all bank accounts held in the system will be shown to the right of the screen.

Bank Balances
LMS   £7,480.86
Petty Cash   £0.00

Please Note:
The balances shown here **will not relate** to any bank statements you may have received.
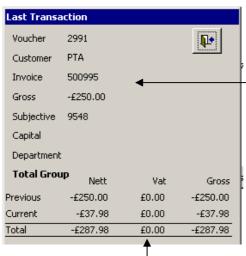
The balance shown here assumes every transaction that has been entered into system has been reconciled.

The bank balances shown on this screen are to be used as an indicator as to whether your account will be overdrawn if every item of unreconciled income/expenditure is reconciled.

Last Record and Group Totals

Clicking the '**Last Record and Group Totals**' button will open a small form showing the details of the last transaction entered into the system. If the current transaction being entered has a matching Invoice/Paying-In Slip number to any prior transaction the cumulative total of all items with that number will be shown.

For Example:

Last Transaction

Voucher	2991
Customer	PTA
Invoice	500995
Gross	-£250.00
Subjective	9548
Capital	
Department	

Total Group

	Nett	Vat	Gross
Previous	-£250.00	£0.00	-£250.00
Current	-£37.98	£0.00	-£37.98
Total	-£287.98	£0.00	-£287.98

Voucher Number 2991 was used to register income of £250.00 paid into the bank on Paying-In Slip number 500995.
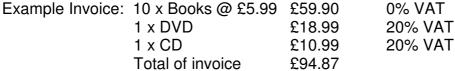
Voucher Number 2992 is being used to enter income of £37.98, also on Paying-In Slip number 500995.

The "**Previous**" line of this form will be a cumulative total of all transactions coded to a matching Paying-In Slip/Invoice number.
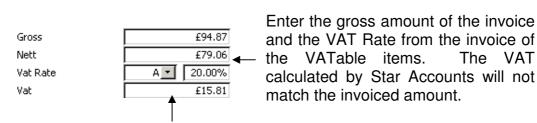
The "**Current**" and "**Total**" line of the form will only appear if a transaction is still being entered on screen with a matching Paying-In Slip/Invoice number.

Schools Finance
STAR ACCOUNTS – User Guide
Section 8 – Entering Transactions

Split VAT Transactions

If you receive a split VAT invoice, i.e. an invoice that has items at different VAT rates, an expenditure transaction should be created (as above). However, after selecting the VAT rate **manually overtype** the VAT amount to match your invoice.

Example Invoice:
10 x Books @ £5.99	£59.90	0% VAT
1 x DVD	£18.99	20% VAT
1 x CD	£10.99	20% VAT
Total of invoice	£94.87	
VAT Amount	£4.99	

Enter the gross amount of the invoice and the VAT Rate from the invoice of the VATable items. The VAT calculated by Star Accounts will not match the invoiced amount.
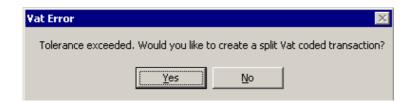
Overtype the calculated VAT amount with the invoiced amount and tab out of the VAT field.

Vat Error

Tolerance exceeded. Would you like to create a split Vat coded transaction?

Yes   No

Click '**Yes**' to enter a split VAT transaction. If you click '**No**' the system calculated VAT amount will be reinstated within the transaction screen. If you click '**Yes**' to enter a split VAT transaction a summary of the transactions to be processed will appear.

Split Vat Transaction

The following voucher will submit two lines of coding:
£29.94 including £4.99 VAT
£64.93 excluding VAT
Invoice Total is £94.87

OK

The figures for the individual lines may not agree, however, as long as the VAT and Invoice Total agree to the invoice this is acceptable.

Ensure that the VAT amount and Gross amounts agree to the invoice before clicking 'OK'.

The transaction to be processed will show two transaction details, one for each of the VAT rates, as shown below:

Gross	£29.94	£64.93
Nett	£24.95	£64.93
Vat Rate	A ▾ 20.00%	Z ▾
Vat	4.99	

Payments in Advance (Deposits)

Occasionally you may be required to make an advance payment, for example, when booking a training course or an educational visit. The deposit will usually exclude VAT but the invoice for the full cost may contain VAT. To enter this into Star Accounts:

1. Enter the full amount of the deposit using the VAT category T.
2. When the invoice for the full amount is received reverse the transaction used to record the deposit.
3. If you are using the cheque printing facility you must switch cheque printing **OFF.** Then enter a voucher for the total cost (including the deposit) correctly accounting for the VAT. Write a cheque for the difference between the invoice total less the deposit.
4. When completing the bank reconciliation you will have 3 transactions to reconcile, the original deposit, the reversal of the deposit and the 2nd transaction for the full amount. Please ensure that all the entries are marked as reconciled.

Entering Credit Notes

Credit notes are used to offset invoices and are useful if you have an outstanding invoice for the supplier, or the credit note is for a regular supplier and future expenditure is planned.

If a credit note is received from a supplier where there are no outstanding invoices and you are unlikely to use them again, it is recommended that you contact the supplier and ask them to cancel the credit note and issue a refund cheque instead.

With Cheque Printing Switched On: Follow the instructions as above for an expenditure transaction; however, enter the values as negative amounts. This will allow you to use the correct subjective code to offset against the invoice. You must click '**Yes**' to the "Expenditure is normally a debit" error message to input the transaction as a negative amount.
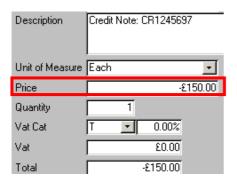
Enter any further transactions for the supplier as normal. When the cheque run is processed you simply need to ensure that the credit note is selected along with any further invoices and Star Accounts will calculate the cumulative total of any cheque to be written (i.e. the credit note value will be deducted from the cheque total).

Please Note: The credit note will only be able to be offset against future expenditure within the Cheque Run screen once the expenditure exceeds the credit note amount.

With Cheque Printing Switched Off: If your school manually writes cheques a credit note should be entered as an order line with a negative value, to ensure that the commitments shown on the BCR are accurate.

Enter a new order for the supplier that the credit note relates to, completing the relevant details as per a normal order (see section 7).

However, the price within the order line must be entered as a **negative amount**.

Please Note: If the credit note relates to a supplier that has a catalogue within Star Accounts (for example ESPO) you must enter the catalogue ID of the item the credit note relates to. The pre-populated price can then be altered to a negative amount.

This will leave a negative outstanding order for the selected supplier within your orders list. Any future orders for the supplier providing the credit note should then be added to this negative order to offset future expenditure (double click the order to open it, then click "**Add a Line**" to enter the new order details).

Once the order total becomes a positive amount the order can be paid in the usual manner (see Section 7).

Entering Direct Debits

Payments can be made to a number of suppliers via direct debits, for example, TXU Energy, BT and ESPO all offer this facility. If you wish to set up any direct debits please contact the company concerned for a mandate form.

Suppliers will send invoices on a monthly basis or as necessary. These should be authorised following the normal processes.

Direct debits must only be entered into Star Accounts on receipt of the bank statement on which they appear.   Enter the amount of the direct debit as a normal expenditure transaction (as per the above instructions), ensuring that the Direct Debit box is selected.

If you are not using the cheque printing facility the Cheque number and Cheque date will automatically be entered as shown below after clicking the Direct Debit box. **This cannot be changed from the default value entered**.

| Cheque Number | DD 07/08/12 | ⦿ Direct Debit |
| Cheque Date | 07-Aug-12 | |
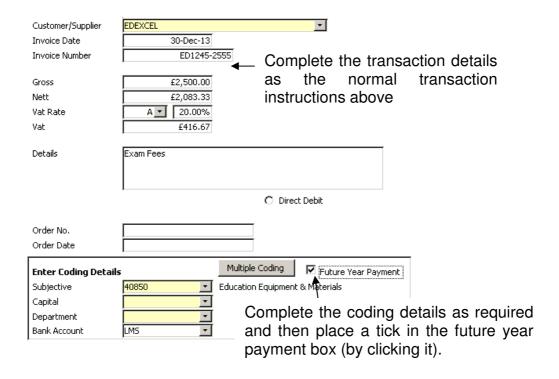
If you are using the cheque printing facility these fields will still be populated automatically and the details can be viewed from the transaction menu, as shown below.
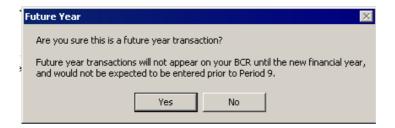
Details of Transactions

VN	Date	Gross	Order Number	Invoice Number	Details	Cheque No
10227	07-Aug-12	£1,000.00		DD 07.08.12	Water Jun - Aug	DD 07/08/12

Please Note: Your Governing Body must be aware of all direct debits that are being used.

Future Year Payments

Future year payments are payments paid in advance for events due to take place in the next financial year. The most common example of this would be exam fees.

Customer/Supplier **EDEXCEL**	
Invoice Date 30-Dec-13	
Invoice Number ED1245-2555	← Complete the transaction details as the normal transaction instructions above
Gross £2,500.00	
Nett £2,083.33	
Vat Rate A 20.00%	
Vat £416.67	
Details Exam Fees	
○ Direct Debit	
Order No.	
Order Date	
Enter Coding Details Multiple Coding ☑ Future Year Payment	
Subjective 40850 Education Equipment & Materials	
Capital	Complete the coding details as required and then place a tick in the future year payment box (by clicking it).
Department	
Bank Account LMS	

Future Year

Are you sure this is a future year transaction?

Future year transactions will not appear on your BCR until the new financial year, and would not be expected to be entered prior to Period 9.

Yes   No

Please Note: Any payments entered as future year payments will not appear on the current financial years Budget Control Report. Click '**Yes**' to enter the transaction as a Future Year Transaction, or '**No**' to cancel.

If you clicked '**Yes**' and processed the transaction it will automatically be rolled forward to the next financial year as part of the year end procedure.

Reversing a Transaction

Once a transaction has been entered into Star Accounts it cannot be edited. If incorrect subjective, capital or department codes have been used a journal can be entered to transfer the amounts to the required codes.
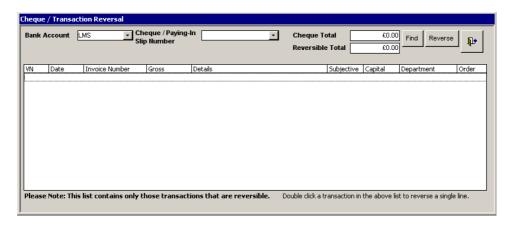
However, if any other changes are required the original transaction should be reversed and a new transaction created with the correct details. Reversals can be entered via the '**Cheque Run**' or '**Transactions**' screens.

Within the Cheque Run screen click '**Enter Reversals**'.
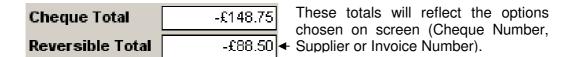
Within the Transactions Summary screen click '**Reverse Transactions**'.

When a '**Cheque / Paying-In Slip Number**' is selected this screen will list all **reversible** transactions relating to the selected cheque / slip.

> **The reversible total may not match the entire cheque / slip total.**

These totals will reflect the options chosen on screen (Cheque Number, Supplier or Invoice Number).
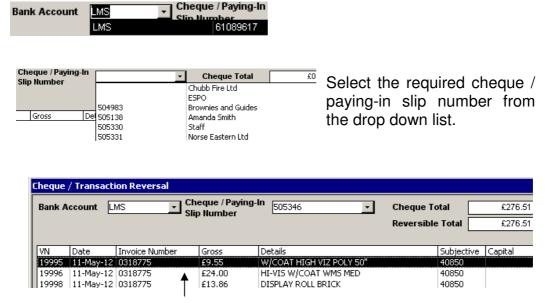
Transactions will not be included in the selection criteria if:
- They were included on a download;
- They are a 'Creditor' or 'Debtor';
- They have been registered as a Future Year payment;
- They have been coded to a catering subjective code;
- They were entered as a journal;
- They have been reconciled (See Reversing a Reconciled Transaction);
- They have the cheque number "Reimb" or "Imprest".
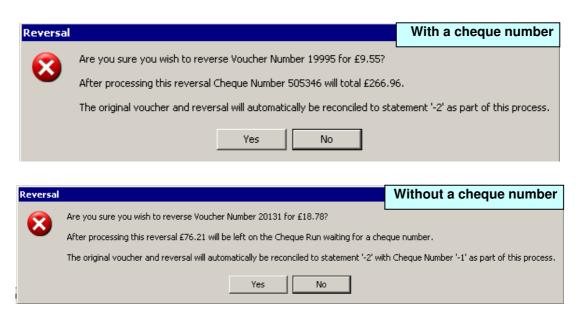
Reversing a Single Transaction

When opened, the 'Cheque / Transaction Reversal' screen will default to the LMS bank account (i.e. the bank account to which your reimbursements are paid).   If the transaction to be reversed relates to a different bank account, select the required account from the '**Bank Account**' drop down.

Select the required cheque / paying-in slip number from the drop down list.

Double click the transaction to be reversed.

Depending on whether the transaction had been assigned a cheque number or appears on the cheque run screen, one of the following messages will appear:

With a cheque number

Without a cheque number

Click '**No**' to cancel the reversal, or '**Yes**' to continue.

If '**Yes**' is clicked enter a meaningful reason for the reversal being carried out, then click '**OK**'. Click '**Cancel**' to stop the reversal.
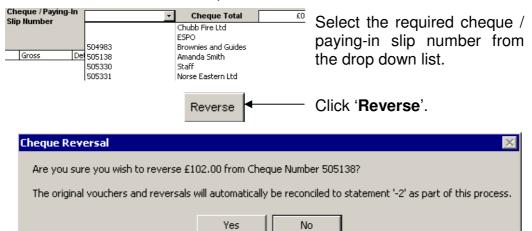
A balancing transaction, using the original coding details, will be created by this process. Within the reversal transaction the invoice number will be shown as "**R** " and the original invoice number, with the 'Details' amended to show "**Reversal**" and the voucher number of the transaction reversed at the start of the description, with the reversal reason added to the end. For example:

Please Note: The original transaction and reversal entry will automatically be reconciled to statement number '**-2**' as part of this process.

Reversing an Entire Cheque / Paying-In Slip (with a cheque number)

If an entire cheque / slip needs reversing, for example, if it is over 6 months old or has been entered in error, it can be reversed as follows.

Select the required cheque / paying-in slip number from the drop down list.

Click '**Reverse**'.

Click '**No**' to cancel the reversal, or '**Yes**' to continue.

If '**Yes**' is clicked enter a meaningful reason for the reversal being carried out, then click '**OK**'. Click '**Cancel**' to stop the reversal.

Balancing transactions, using the original coding details, will be created by this process. Within the reversal transaction the invoice number will be shown as "**R** " and the original invoice number, with the 'Details' amended to show "**Reversal**" and the voucher number of the transaction reversed at the start of the description, with the reversal reason added to the end. For example:

Details | Reversal (vn20128) SIGN SMOKING UNLAWFUL S/A Duplicate Entry

Please Note: The original transactions and reversal entries will automatically be reconciled to statement number '**-2**' as part of this process.

Reversing an Entire Cheque (without a cheque number)

When the Cheque Printing facility is activated all transactions relating to a supplier will be grouped within the 'Cheque / Transaction Reversal' screen by the supplier name.

If any of these transactions require reversing, for example, if they are over 6 months old or have been entered in error, they can be reversed as follows.

Cheque / Paying-In Slip Number		**Cheque Total**	£0
		Chubb Fire Ltd	
		ESPO	
	504983	Brownies and Guides	
Gross	Del 505138	Amanda Smith	
	505330	Staff	
	505331	Norse Eastern Ltd	

Select the required Supplier from the top of the drop down list (shown without a cheque number).

Reverse ← Click '**Reverse**'.
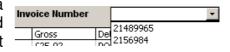
Single Invoice Number: If the selected supplier has only *one* invoice number waiting to be assigned a cheque number the following message will appear:

Cheque Reversal

Are you sure you wish to reverse all of the transactions listed for ESPO (without a cheque number), totalling £94.99?

The original vouchers and reversals will automatically be reconciled to statement '-2' as part of this process.

Yes | No

Click '**Yes**' to reverse all transactions without a cheque number for the selected supplier, or '**No**' to cancel.

Multiple Invoice Numbers: Due to the grouping of the transactions by Supplier Name there may be several invoice numbers waiting to be assigned a cheque number for the selected supplier.
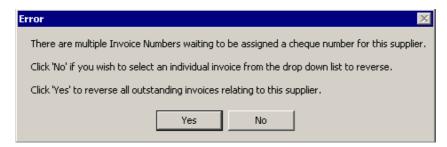
To reverse only those transactions relating to a specific invoice number select the required invoice from the '**Invoice Number**' drop down list then click '**Reverse**'.

Cheque Reversal

Are you sure you wish to reverse only those transactions relating to invoice 21489965, totalling £69.97?

The original vouchers and reversals will automatically be reconciled to statement '-2' as part of this process.

[Yes]   [No]

Click '**Yes**' to reverse the transactions relating to the selected invoice number (as shown), or '**No**' to cancel.

When '**Reverse**' is clicked if there are multiple invoice numbers for the selected supplier and no invoice has been selected from the drop down list the following message will appear:

Error

There are multiple Invoice Numbers waiting to be assigned a cheque number for this supplier.

Click 'No' if you wish to select an individual invoice from the drop down list to reverse.

Click 'Yes' to reverse all outstanding invoices relating to this supplier.

[Yes]   [No]

Click '**Yes**' to reverse all transactions listed for the selected supplier, or '**No**' to cancel the process to select a specific invoice to reverse.

If '**Yes**' is clicked the following message will appear:

Cheque Reversal

Are you sure you wish to reverse all of the transactions listed for ESPO (without a cheque number), totalling £94.99?

The original vouchers and reversals will automatically be reconciled to statement '-2' as part of this process.

[Yes]   [No]

Click '**Yes**' to reverse all transactions without a cheque number for the selected supplier, or '**No**' to cancel.
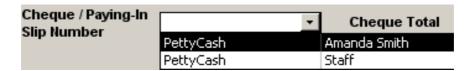
Reversing Petty Cash Transactions
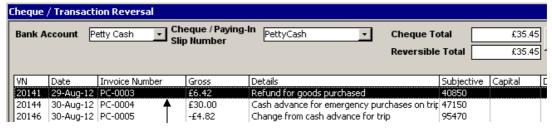
When opened the 'Cheque / Transaction Reversal' screen will default to the LMS bank account (i.e. the bank account to which your reimbursements are paid).

Bank Account	LMS	Cheque / Paying-In Slip Number	
	LMS	61089617	
	Petty Cash	0	
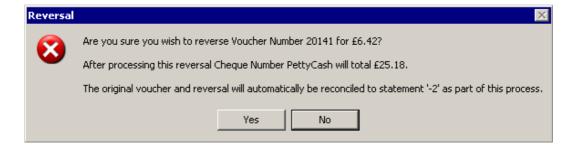
Select the required petty cash account from the drop down list.

All petty cash transactions (income and expenditure) are assigned to the cheque number "PettyCash". When selecting a cheque / slip to reverse ensure that the supplier shown in the drop down relates to the transactions to be reversed.

Cheque / Paying-In Slip Number		Cheque Total
	PettyCash	Amanda Smith
	PettyCash	Staff

Cheque / Transaction Reversal

Bank Account	Petty Cash	Cheque / Paying-In Slip Number	PettyCash	Cheque Total	£35.45
				Reversible Total	£35.45

VN	Date	Invoice Number	Gross	Details	Subjective	Capital	D
20141	29-Aug-12	PC-0003	£6.42	Refund for goods purchased	40850		
20144	30-Aug-12	PC-0004	£30.00	Cash advance for emergency purchases on trip	47150		
20146	30-Aug-12	PC-0005	-£4.82	Change from cash advance for trip	95470		

Double click the transaction to be reversed.

Reversal

❌ Are you sure you wish to reverse Voucher Number 20141 for £6.42?

After processing this reversal Cheque Number PettyCash will total £25.18.

The original voucher and reversal will automatically be reconciled to statement '-2' as part of this process.

[Yes]   [No]

Click '**No**' to cancel the reversal, or '**Yes**' to cancel.

Reason for Reversal

Enter a Reason.

[OK]

[Cancel]

Entered in error

If '**Yes**' is clicked enter a meaningful reason for the reversal being carried out, then click '**OK**'. Click '**Cancel**' to stop the reversal.

A balancing transaction, using the original coding details, will be created by this process. Within the reversal transaction the invoice number will be shown as "**R** " and the original invoice number, with the 'Details' amended to show "**Reversal**" and the voucher number of the transaction reversed at the start of the description, with the reversal reason added to the end, for example:
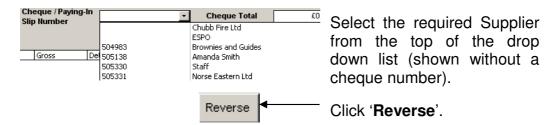

Details | Reversal (vn20128) SIGN SMOKING UNLAWFUL S/A Duplicate Entry

Please Note: The original transaction and reversal entry will automatically be reconciled to statement number '**-2**' as part of this process.

As all petty cash transactions are assigned to the cheque number "PettyCash" the '**Reverse**' button used to reverse an entire cheque (top right hand corner) cannot be used. If this button is clicked the following error message will appear:

Petty Cash transactions can only be reversed by double clicking the required voucher below.

OK

Click '**OK**', and then double click each voucher to be reversed individually as per the above instructions.
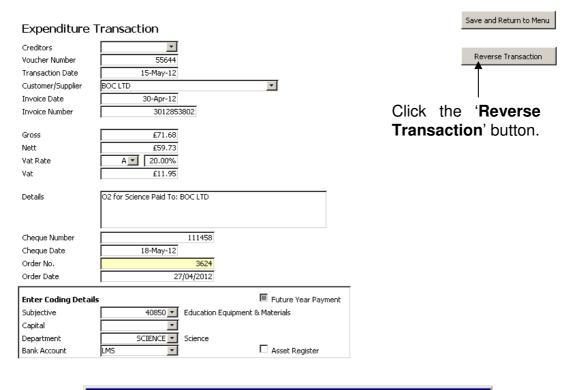
Reversing a Reconciled Transaction
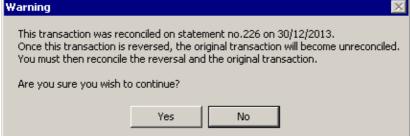
To reverse a reconciled transaction without having to first unreconcile the transaction use the '**Find**' screen. The '**Find**' screen can be accessed via the '**Process**' tab, '**Reports**' tab, '**Bank Reconciliation**' screen, '**Cheque Transaction**' screen or by pressing '**Ctrl and F**' on the keyboard.

V/N	Inv no	Gross	Nett	Supplier Name	Cheque No	Details	Date	Subj
55635	00337285	16.38	13.65	ESPO	111505	2 SLICE TOASTER	04/05/2012	24950
55636	90035	135.84	113.2	Cookes Blinds	111462	Attend 6th form to check roller shutter blind (	30/04/2012	23300
55637	0337284	5.83	4.86	ESPO	111505	SPOON TEA ECON RANGE PK12	04/05/2012	42810

After using the search criteria shown to find the required transaction double click it within the list to view the original transaction.

Save and Return to Menu

Reverse Transaction

Expenditure Transaction

Creditors	
Voucher Number	55644
Transaction Date	15-May-12
Customer/Supplier	BOC LTD
Invoice Date	30-Apr-12
Invoice Number	3012853802
Gross	£71.68
Nett	£59.73
Vat Rate	A 20.00%
Vat	£11.95
Details	O2 for Science Paid To: BOC LTD
Cheque Number	111458
Cheque Date	18-May-12
Order No.	3624
Order Date	27/04/2012

Click the '**Reverse Transaction**' button.

Enter Coding Details   Future Year Payment

Subjective	40850	Education Equipment & Materials
Capital		
Department	SCIENCE	Science
Bank Account	LMS	Asset Register

Warning

This transaction was reconciled on statement no.226 on 30/12/2013.
Once this transaction is reversed, the original transaction will become unreconciled.
You must then reconcile the reversal and the original transaction.

Are you sure you wish to continue?

Yes   No

Click '**Yes**' to continue or '**No**' to cancel.

Reversal

Are you sure you wish to reverse this transaction in the current month?

Yes   No

Click '**Yes**' to continue, or '**No**' to cancel.   **Please Note:** if you click '**Yes**' to complete the reversal the original transaction will be unreconciled which *will* affect your reconciled bank balance.

Enter a meaningful description for the reversal then click '**OK**'. Click '**Cancel**' to stop the reversal.

Once the reversal (or reversals – see below) have been entered the cheque / paying-in sip number will appear in the bank reconciliation screen with a total of £0.00. These transactions must be reconciled with the next bank statement to remove them from the system.
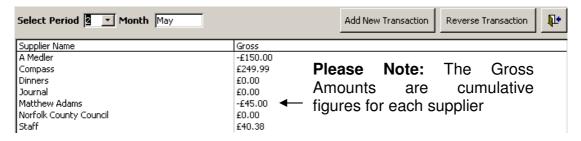
Using this 'Reverse Transaction' button will only allow the currently viewed transaction to be reversed. If multiple transactions relating to an invoice require reversing the instructions above should be followed for each individual line relating to the cheque / paying-in slip.

Alternatively, if there a multiple lines to be reversed for a reconciled transaction it may prove quicker to unreconcile the entire original cheque / paying-in slip number and then complete the reversal via the 'Cheque / Transaction Reversal' screen (as per the instructions above).

Please refer to Section 13, for further instructions regarding unreconciling transactions.

View Transaction Details
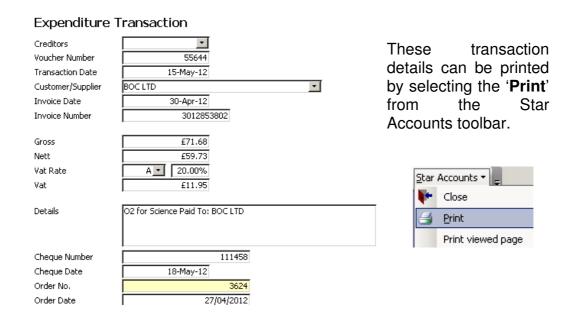
The transaction summary screen contains a summary for each supplier that transactions have been entered for in the period selected:

Please Note: The Gross Amounts are cumulative figures for each supplier

Highlighting a supplier will list all transactions relating to the Gross Amount in the Details of Transactions:

Double-click any of these transactions to view the full transaction details.

These transaction details can be printed by selecting the '**Print**' from the Star Accounts toolbar.

Voucher Numbers (SQL Users Only): If you wish to view a report showing the voucher numbers assigned to the transactions that you have entered, either today or during the current week, click the relevant button shown in '**My Voucher Numbers**'.

┌───┐
│   v5.84   │
│   **Schools Finance**   │
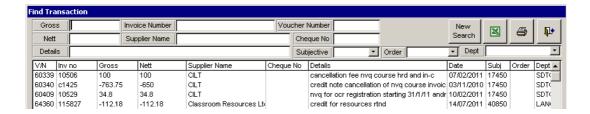│   **STAR ACCOUNTS – User Guide**   │
│   **Section 8 – Entering Transactions**   │
└───┘

Searching for Transactions

If you need to view the details of a transaction but only have limited information relating to it please use the 'Find' facility.

This can be accessed via either the **'Records'** or **'Reports'** tabs, '**Bank Reconciliation**' and '**Cheque Reversal**' screen or by pressing '**Ctrl & F**'.

On opening the find screen all transactions will be listed. To filter this list to the transaction you are searching for enter any known details into one of the search criteria fields and press the Enter key. This will filter the transactions list to those that match your specified criteria.

For example, if you type £100 into either the Gross or Nett fields and press Enter, all invoices similar to this amount will be shown (within +/- 5% of the amount entered). Double click any of the lines shown to view the full transaction details.

Click the printer button to print a report containing the filtered search results.

Click the Excel button to export the filtered search results to Microsoft Excel. You will be prompted to browse the location to save the file to as part of this procedure.

Click '**New Search**' to remove all filters applied, resetting the list to show all transactions held within Star Accounts.

To close the 'Find' screen click the Exit button.
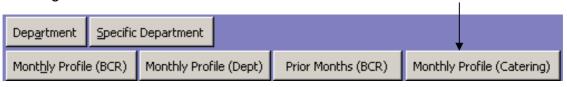
Catering Transactions

Catering Transactions are entered as income transactions. When the catering flag is activated the additional catering subjectives will appear when entering income transactions:
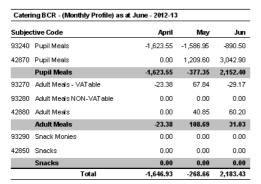
Subjective		
Capital	93240	Pupil Meals (Catering Contract Only)
Department	93270	Adult Meals - VATable (Catering Contract Only)
	93280	Adult Meals NON-VATable (Catering Contract Only)
Bank Account	93290	Snack Monies (Catering Contract Only)

Please ensure that the correct catering subjective code is chosen before processing the transaction.

Any transactions entered against a catering subjective code will be transferred automatically to the schools catering account via the reimbursement process at County Hall.

As catering income does not form part of the schools revenue balances the transaction entered will not be included within the Budget Control Report (BCR). A separate catering report will be shown on the '**Reports**' tab if the catering feature is activated:

Department	Specific Department		
Monthly Profile (BCR)	Monthly Profile (Dept)	Prior Months (BCR)	Monthly Profile (Catering)

Catering BCR - (Monthly Profile) as at June - 2012-13

Subjective Code		April	May	Jun
93240	Pupil Meals	-1,623.55	-1,586.95	-890.50
42870	Pupil Meals	0.00	1,209.60	3,042.90
	Pupil Meals	**-1,623.55**	**-377.35**	**2,152.40**
93270	Adult Meals - VATable	-23.38	67.84	-29.17
93280	Adult Meals NON-VATable	0.00	0.00	0.00
42880	Adult Meals	0.00	40.85	60.20
	Adult Meals	**-23.38**	**108.69**	**31.03**
93290	Snack Monies	0.00	0.00	0.00
42850	Snacks	0.00	0.00	0.00
	Snacks	**0.00**	**0.00**	**0.00**
	Total	**-1,646.93**	**-268.66**	**2,183.43**

This report will show the cumulative total of transactions entered for each month summarised by type (Pupil Meals, Adult Meals and Snacks) and catering subjective code.

Print Options

Select Print Option

Display on Screen

Send to Printer

Export to Excel

Exit

Click "**Display on Screen**" to view the report.

Click "**Send to Printer**" to print the report.

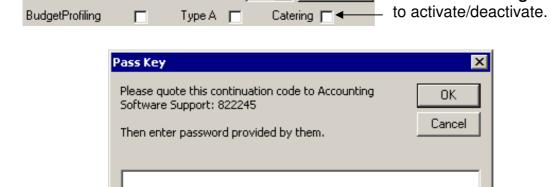Click "**Export to Excel**" to export the report into Microsoft Excel.

Click "**Exit**" to close the Print Options form and report.

Please Note: If your school **enters or leaves** the NCS catering contract you must ensure the catering flag is either activated or deactivated, which is maintained via the '**School Details**' screen.

Click the '**Catering**' field to activate/deactivate.
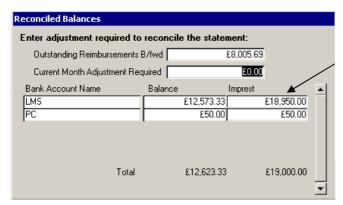
A continuation code will need to be entered to complete the process. Please call Accounting Software Support with the code stated to receive the password.

Entering / Revising Imprest Advance – **Process Tab**

Click '**Reconciliation Statement**'.

Enter your Imprest Advance Level here. To amend, e.g. if you have been given a temporary increase to your Imprest, overtype the figure with the revised Imprest level.
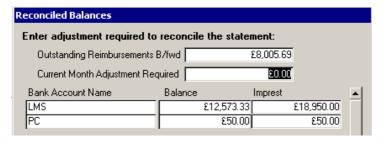

Click '**Yes**' to accept the changes, or '**No**' to cancel.

Clicking '**Yes**' will create an income transaction with the cheque number "Imprest". This will be shown on the bank reconciliation screen and will need to be reconciled when the transaction appears on the bank statement.

Entering / Revising Petty Cash Level

To enter, or amend, the Imprest level of a petty cash account (i.e. the maximum level of cash to be held in the petty cash tin) the Imprest Level of the LMS account should be reduced by the required amount and the Imprest Level of the Petty Cash increased by the required amount.

Overtype the Imprest values with the required new value.

Please Note: The overall Imprest Level shown must match the level agreed for your school once the updates have been applied.

Please refer to Section 12 for further details regarding Petty Cash Accounts.

Type A Bank Accounts
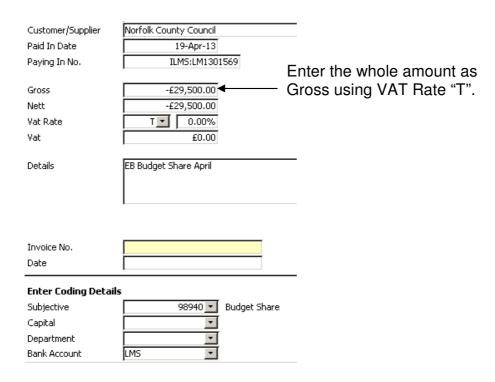
Entering Advances

Example:
Paid into the bank account in July: £36,800.00
July Advances
EB Budget share   29,500.00
SEN Funding   5,500.00
EC Capital & IT Funds   1,800.00
Total   **36,800.00**

The Advances split is detailed on the Statement of Cash Advances sent to schools each month. A separate transaction must be entered for each element of the Cash Advance.

Click on the Transactions tab, then on '**Add New Transaction'**.

Select '**Income**' and enter a normal income transaction for each element of the Cash Advance, using Norfolk County Council as the supplier.

Customer/Supplier	Norfolk County Council
Paid In Date	19-Apr-13
Paying In No.	ILMS:LM1301569
Gross	-£29,500.00
Nett	-£29,500.00
Vat Rate	T 0.00%
Vat	£0.00
Details	EB Budget Share April
Invoice No.	
Date	

Enter the whole amount as Gross using VAT Rate "T".

Enter Coding Details

Subjective	98940	Budget Share
Capital		
Department		
Bank Account	LMS	

Each element of the Cash Advance should be entered as above using the following subjective codes to ensure the correct Budget Line on the BCR is updated.

	Subjective Code	**CFR Heading**
Budget Share	98940	**I01**
Sixth Form Funding	98950	**I02**
SEN Funding	98980	**I03**
Ethnic Minority Grant Funding	98960	**I04**
Pupil Premium Grant	99010	**I05**
Other Grant Funding	92530	**I07**

Capital Advances

When entering the (EC) Capital & IT Funds you **must** use Subjective C8720 with the corresponding capital code, e.g. ECAPFM = Capital Formula Funding.

Payroll Reduction

This should be entered using the income screen as above **without** the minus in the '**Gross**' field using Subjective code E9320.

About Cheque Printing – Process Tab

The cheque printing option within Star Accounts is a facility that will assign cheque numbers to all expenditure transactions waiting to be processed. To use cheque printing you must have this option activated in the school details screen (see Section 2).

From the Main Menu select the '**Process**' tab, then click '**Cheque Run**'. If you have the BACS facility switched on this button will say '**Cheque / BACS Run**'.
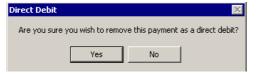
Remove Zero Payments

Star Accounts cannot produce a cheque for a supplier if the net amount is less than or equal to zero. To remove self-cancelling entries for a supplier, highlight the required invoices and click '**Remove Zero Payments**' before completing the cheque run.

Supplier Name	Invoice Number	Gross	Invoice Date
Jude	156545	£100.00	21-Dec-09
A Younger	465930	£126.88	09-Dec-09
Banham Zoo Ltd	BZ12456	£128.75	04-Dec-09
Norfolk County Council	NCC12456979	£12,349.48	23-Nov-09
VOSA	R V124567	-£52.50	11-Dec-09
VOSA	V124567	£52.50	11-Dec-09

Please Note: The "Next Cheque Number" must not be blank for this process to be completed.

Remove Direct Debits

If a direct debit transaction has been entered without the Direct Debit option selected (see section 8) it will appear within the cheque run screen. To remove this payment from the cheque run highlight the required transaction and click "**Payment by Direct Debit**".
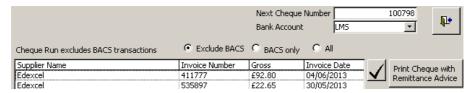
Click '**Yes'** to remove the payment
Click '**No'** to cancel

The selected payment will be flagged as a direct debit and appear on the bank reconciliation screen with a cheque number reference of "DD" and the date this process was carried out (e.g. DD 01/06/XX).

Process Cheque Run

Select the transactions you wish to process by highlighting them within the list of transactions. If you wish to process all transactions shown clicking the ✓ button will automatically highlight or deselect all the transactions.

Please Note: You must ensure that the next cheque number is correct before proceeding with the cheque run (i.e. it is the next cheque in your cheque book/pre-printed cheque stationery).
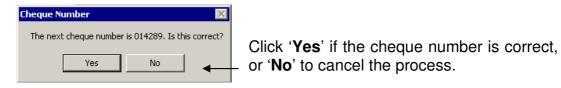

Please Note: The '**Bank Account**' option is currently in the SQL version of Star Accounts only. Please select the required bank account from the drop down list if required.

As invoices are selected for the Cheque Run a running total will appear on the screen.

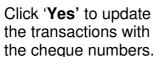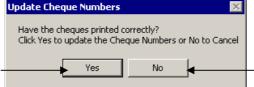**Please Note**: When processing the cheque run a confirmation message of the next cheque number will appear.

Click '**Yes**' if the cheque number is correct, or '**No**' to cancel the process.

If the cheque number is incorrect you must overtype the cheque number shown in the 'Next Cheque Number' field.

Cheque Run Options

You can **either**:

1 - Click '**Print Cheque List**' – This will print a report showing which transactions to assign to each cheque. You must then ensure that the cheques that are written match this report. This is useful if your school does not use pre-printed cheque stationery and does not require a remittance slip for each cheque written.
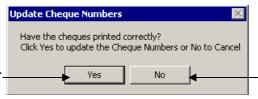
Click '**Yes'** to update the transactions with the cheque numbers.

If the cheques did not print correctly click '**No**', this will allow you to reprint the cheques.

2 - Click '**Print Cheque with Remittance Advice**' – This will print a one page remittance for each supplier in the format selected within the school details screen (see section 2) i.e. your pre-printed cheque stationery format. If your school does not use pre-printed cheque stationery cheque format **Z** can be used and attached to manually produced cheques.

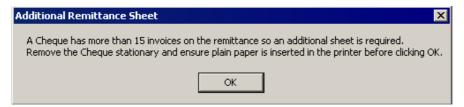Click '**Yes**' to update the transactions with the cheque numbers.

Update Cheque Numbers

Have the cheques printed correctly?
Click Yes to update the Cheque Numbers or No to Cancel

Yes   No

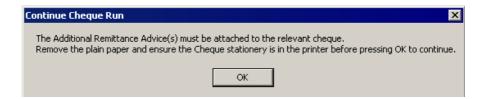If the cheques did not print correctly click '**No**', this will allow you to reprint the cheques.

3 – If you wish to print **both** the cheque list and remittances you will need to click '**Print Cheque List**', and then select '**No**' when asked if you wish to update the cheque numbers. You can then click '**Print Cheque with Remittance Advice**' and click '**Yes**' when asked if you wish to update the cheque numbers (if they have printed correctly).

Cheques for over 15 Invoices

When processing the cheque run the maximum number of invoices that can be printed within the "Invoice Details" section on one sheet is 15. If you are processing a cheque for a supplier that contains more than 15 individual invoices the following error message will appear:

Additional Remittance Sheet

A Cheque has more than 15 invoices on the remittance so an additional sheet is required.
Remove the Cheque stationary and ensure plain paper is inserted in the printer before clicking OK.

OK

You must insert a plain piece of paper for each cheque that has more than 15 invoices. If more than one is required this message will state the number required. Click '**OK**' to print the additional remittance report.

Continue Cheque Run

The Additional Remittance Advice(s) must be attached to the relevant cheque.
Remove the plain paper and ensure the Cheque stationery is in the printer before pressing OK to continue.

OK

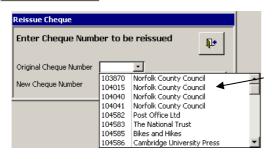Insert the cheque printing stationery back into the printer and click '**OK**' to continue printing the cheques.

Re-issue a Cheque

If a cheque needs to be reissued for any reason with a different cheque number, for example, if the original has been lost in the post, this can be done by reversing the original transaction (See Section 8) and entering the transaction again with the new cheque number.
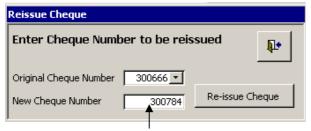
Alternatively, a cheque can be reissued as follows:

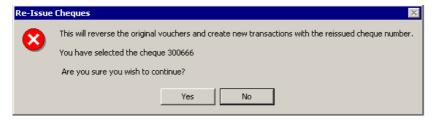   From the Cheque Run screen click '**Cheque Reissue**'.

Select the cheque number that you wish to reissue from the drop down list.

Please Note: Only unreconciled transactions will be shown in this list.
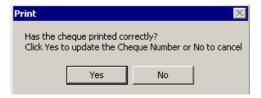

Manually enter the new cheque number required. If cheque printing is switched on this should automatically be the next cheque number to be used. Overtype the number with the required cheque number if the one shown is incorrect. Once the details are correct click '**Re-Issue Cheque**'.

Click '**Yes'** to continue or '**No'** to cancel.

A remittance slip will then be printed that shows both the original cheque number and the reissued number. You should then write a new cheque to match the new number shown on the remittance if cheque printing is switched off.
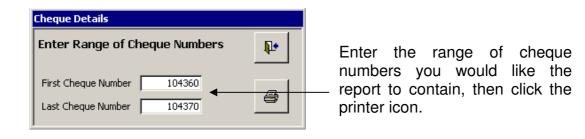

Click '**Yes'** to complete the process or '**No'** to cancel.

Cheque Payment Details Report

The Cheque Payment Details report (as detailed below) can be set to automatically open at the end of the cheque run process. If you would like this report to open automatically ensure that the "**Print Cheque Summary**" box in the School Details screen is ticked (see Section 2).

The Cheque Payment Details report for any range of cheques can be printed at any time by clicking the '**Cheque Details**' button within the 'Cheque Run' screen.

Cheque Details

Enter Range of Cheque Numbers

First Cheque Number   104360
Last Cheque Number   104370

Enter the range of cheque numbers you would like the report to contain, then click the printer icon.

This report provides a breakdown of all items paid on each cheque number including the voucher number, invoice number, date paid and supplier. If the transaction has been reconciled a tick will be shown in the 'Reconciled' box.

Cheque Payment Details

Voucher Number	Invoice Number	Order Number	Amount	Details		
3297	402065311		£1,177.36	Mainsite 18.1.08 to 22.2.08		
Cheque No 104360	**Date 07/03/2008**	**Total**	**£1,177.36**	**ScottishPower**	**Reconciled**	☑

To print this report (if required) select the Star Accounts dropdown, then click '**Print'**. To close this report select the Star Accounts dropdown, then click '**Close'**.

About BACS Payments – **Process Tab**

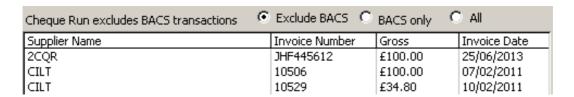**Please Note: This option is only available within the SQL version of Star Accounts.**

To be able to use BACS (Bank Automated Credit System) to process payments to suppliers:

1. The BACS feature needs to be activated within Star Accounts (See Section 2, Page 11);
2. Users need to have the correct permission to create/authorise BACS payments (see Section2, Page 4);
3. Supplier records need to be updated to include Bank Account Details (see Section 4, Page 4).

From the Main Menu select the '**Process**' tab, then click '**Cheque / BACS Run**'.

With the BACS feature activated the Cheque Run screen will default to exclude payments that are able to be processed via BACS.

Select the '**BACS Only**' flag to view those payments that are able to be processed via BACS (i.e. payments for suppliers where the BACS flag was ticked – see Section 4, Page 4).

Please Note: Only users with '**BACS Creator**' user rights will be able to process BACS Payments.

Scheduled Payment Date: The '**Scheduled Payment Date**' only applies to schools using Lloyds as their BACS provider. This date must be set to a minimum of 3 working days after the batch process date. The date shown will be the minimum allowable when the '**BACS only**' option is clicked.

Remove Zero Payments

Star Accounts cannot produce a BACS payment for a supplier if the net amount is less than or equal to zero. To remove self-cancelling entries for a supplier, highlight the required invoices and click '**Remove Zero Payments**' before completing the cheque run.

Supplier Name	Invoice Number	Gross	Invoice Date
Jude	156545	£100.00	21-Dec-09
A Younger	465930	£126.88	09-Dec-09
Banham Zoo Ltd	BZ12456	£128.75	04-Dec-09
Norfolk County Council	NCC12456979	£12,349.48	23-Nov-09
VOSA	R V124567	-£52.50	11-Dec-09
VOSA	V124567	£52.50	11-Dec-09

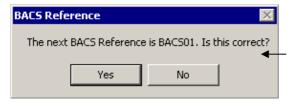## Processing BACS Payments:

Select the transactions that you wish to process in the next BACS run by highlighting them with a single click in the transaction list. If you wish to process all of the transactions listed click the tick button to the right of the list.

As invoices are selected for payment run a running total will appear on screen.

> BACS Run Total
> £1,650.00

Once you are satisfied that all transactions you wish to process have been selected click '**Process BACS**'.

> Process BACS

> **BACS Reference** ☒
> The next BACS Reference is BACS01. Is this correct?
> [Yes]   [No]

Click '**Yes**' if the BACS reference is correct, or '**No**' to cancel the process and enter a different reference.

BACS Reference: The BACS Reference will default to the next reference that can be used within the accounts. BACS References must be in the format "**BACSXX**", where XX is a unique numerical reference, e.g. "**BACS01**".

If the default BACS Reference is incorrect, or you wish to use a different number, please enter the required numerical value in the '**BACS Batch No:**' field. This will automatically amend the BACS Reference.
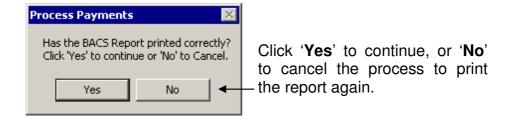
> BACS Batch No: 01   BACS Reference   BACS01

Please Note: The '**BACS Reference**' cannot be manually overwritten

If '**Yes**' is clicked to confirm the BACS Reference stated a control sheet will be printed:

List of BACS payments awaiting Authorisation included in BACS01
Created on 02/07/2013 11:18:02

Supplier	Invoice No	Amount
Access to Music Ltd	ATM0123456	£1,500.00
	Total BACS Payment for Supplier	£1,500.00
Stuart Baldry	GHFD-4561237	£150.00
	Total BACS Payment for Supplier	£150.00
	BACS Control Total	£1,650.00

Authorised by .... Dated ....

This **must be authorised** by a responsible budget officer (for example, the headteacher). Please ensure that this report has printed correctly as you will be unable to amend the Batch details after clicking '**Yes**' to the following message.
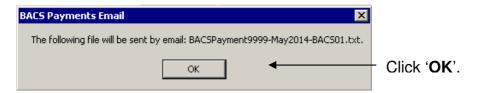
Process Payments

Has the BACS Report printed correctly?
Click 'Yes' to continue or 'No' to Cancel.

[Yes]   [No]

Click '**Yes**' to continue, or '**No**' to cancel the process to print the report again.
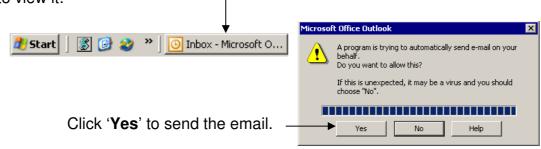
Payment File

After '**Yes**' is clicked to the above message an **encrypted** BACS Payment text file will be created. This file will be called 'BACSPayment' and Location Code and Current Month/Year and the BACS Reference, for example "**BACSPayment9999-May2014-BACS01.txt**".

This file be copied to both the location specified in the '**Output Path**' (School Details screen) and the 'Star\Backup\Archive\BACS' folder on the server. This file is required at County Hall to process the payment (along with the BACS Authorisation File – see below). During this process Star Accounts will attempt to send the files via email and AVCO.

Via Email: The BACS payment file will be sent as an automatic email to efs.ca@norfolk.gov.uk :

BACS Payments Email

The following file will be sent by email: BACSPayment9999-May2014-BACS01.txt.

[OK]

Click '**OK**'.

If the system appears to freeze at this point it may be that an email prompt is hidden behind the Star Accounts Main Menu. If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:

Click '**Yes**' to send the email.

If you click '**No**' to this message the process will continue unaffected.

Via AVCO: After sending/attempting to send the payment file via email you will be prompted send the file via AVCO AnyComms.

Click '**OK**'. If the AnyComms programme is located on the computer being used to produce the payment you will be prompted to start a call in AVCO AnyComms.

Before starting the AnyComms call, please ensure the payment file is located in your AnyComms Outbox. If AnyComms is not on the computer being used to produce the payment file it will need to be copied from the Output Path location and transferred to a computer with AnyComms to be sent to County Hall.

Authorising BACS Payments:

For payments to be processed County Hall will require the payment file (as created above) and a payment authorisation file. If either file is not received the BACS payment cannot be processed.

A user with 'BACS Authoriser' access rights (see Section 2, Page 4) will be required to log in to Star Accounts to authorise any outstanding BACS payments. When logging in they will see the following message:

Click '**Yes**' to immediately open the 'Authorise BACS Payments' screen. If '**No**' is clicked the 'Authorise BACS Payments' screen can be accessed at any point from the 'Process' Tab by clicking the '**Authorise BACS**' button.

This button will only appear to users with BACS Authoriser rights.

Double click the BACS Reference to review the payments contained within the BACS batch.

To authorise a BACS payment place a tick in the '**Authorise**' field (by clicking it).

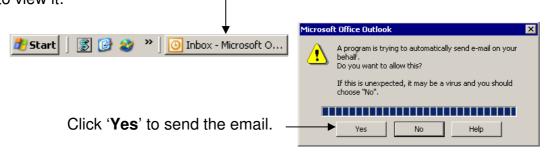Click '**Yes**' to continue, or '**No**' to cancel.

Authorisation File

After '**Yes**' is clicked to the above message an **encrypted** BACS Authorisation text file will be created. This file will be called 'BACSAuthorise' and Location Code and Current Month/Year and the BACS Reference, for example "**BACSAuthorise9999-May2014-BACS01.txt**".

This file be copied to both the location specified in the '**Output Path**' (School Details screen) and the 'Star\Backup\Archive\BACS' folder on the server. This file is required at County Hall to process the payment (along with the BACS Payment File – see above). During this process Star Accounts will attempt to send the files via email and AVCO.

Via Email: The BACS authorisation file will be sent as an automatic email to efs.ca@norfolk.gov.uk :
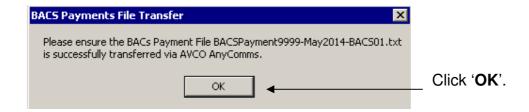

Click '**OK**'.

If the system appears to freeze at this point it may be that an email prompt is hidden behind the Star Accounts Main Menu. If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:

Click '**Yes**' to send the email.

If you click '**No**' to this message the process will continue unaffected.

Via AVCO: After sending/attempting to send the payment file via email you will be prompted send the file via AVCO AnyComms.

Click '**OK**'.

If the AnyComms programme is located on the computer being used to produce the payment you will be prompted to start a call in AVCO AnyComms.
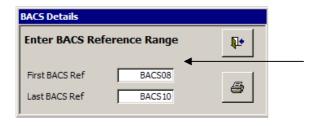
Before starting the AnyComms call, please ensure the payment file is located in your AnyComms Outbox. If AnyComms is not on the computer being used to produce the payment file it will need to be copied from the Output Path location and transferred to a computer with AnyComms to be sent to County Hall.

BACS Payment Details Report

If you wish to print the BACS Payment Details for any range of BACS references at any point in time, click the '**BACS Details**' button. This button is accessible from both the "Cheque Run" and "Authorise BACS Payments" screens.

Enter the range of BACS Payments you would like the report to contain, then click the printer icon.
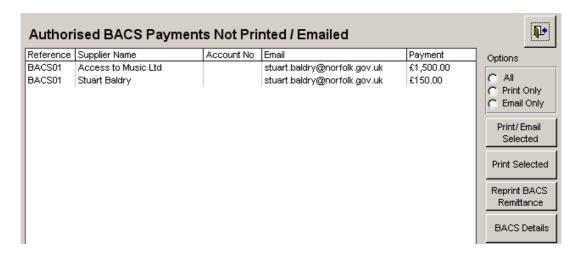
This report provides a breakdown of all items paid on each BACS payment including the voucher number, invoice number, date paid and supplier. If the transaction has been reconciled a tick will be shown in the '**Reconciled**' box.

Voucher Number	Invoice Number		Order Number		Amount	Details		
29188	I500472				-£653.99	CASH: LUNCH AND BRAK MONEY 22/6/11 TAX £2.57 BAG 514		
Cheque No BACS08		Date	19/07/2011	Total	-£653.99	Cash	Reconciled	☐
29187	I500472				-£15.42	CASH: LUNCH AND BRAK MONEY 22/6/11 TAX £2.57 BAG 514		
Cheque No BACS09		Date	19/07/2011	Total	-£15.42	Cash	Reconciled	☐

To print this report (if required) click the Star Accounts dropdown, then select '**Print'**. To close this report click the Star Accounts dropdown, then select '**Close**'.
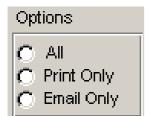
BACS Remittances

All users with access to the BACS Payments system (Authorisers and Creators) can print BACS Remittances. These are accessible from either the "Cheque Run" or "Authorise BACS Payments" screens, by clicking the '**BACS Remittance**' button.

All payments within the specified BACS batches that have yet to be sent to the suppliers shown (either via email or a printed copy through the post) are shown within this list.

Sorting Options:

The list of BACS payments waiting for a remittance to be produced will default to show all payments. This list can be filtered by clicking one of the options shown:

All: Select this option to view all payments (as per the default).

Print Only: If a suppliers' record does not contain a '**BACS Email**' address (see Section 4, Page 4) the remittance produced can only be printed to be posted to the supplier. Click this option to view only those requiring a printed remittance.

Email Only: If a suppliers' record contains a '**BACS Email**' address (see Section 4, Page 4) the remittance produced will default to being emailed to the supplier. Click this option to view only those requiring an electronic remittance.

Print / Email Selected: Highlight each supplier you wish to produce a remittance for, by clicking them within the list, and then click '**Print / Email Selected**'.

If a highlighted supplier had a "BACS Email" address entered into its supplier record the remittance will be emailed as a PDF document, if not it will be printed to be sent via the post.

Example Remittance:

Norfolk High School
Norwich Road
AnyTown
Norfolk
NR1 2DL

Tel: 01603 222550
Fax: 01603 222505
Email: office@norfolkschool.norfolk.sch.uk

BACS Remittance Advice Slip for Batch: BACS01
Date   02 July 2013
BACS Reference   Norfolk High Schoo
Amount   £1,500.00

To the credit of: **Invoice Details**
Access to Music Ltd   Invoice no.   Order no.   Amount
26 Hulme Street   ATM0123456   1,500.00
Manchester
M1 5BW

Please Note: The "**BACS Reference**" show on the remittance is the reference that will appear on the suppliers' bank statement when the payment is received. If an account number exists fro the selected supplier this will be used, otherwise, the reference will be the first 15 characters of your schools name.

Print Selected: Highlight each supplier you wish to produce a remittance for, by clicking them within the list, and then click '**Print Selected**'.
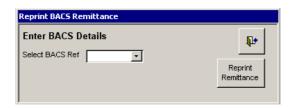
Please Note: The 'Print Selected' process ignores any "BACS Email" address entered for the selected suppliers and just prints the remittances to be posted.

Reprint Remittance: To reprint a previously printed BACS remittance, click the '**Reprint BACS Remittance**' button.

Select the required '**BACS Reference**' from the drop down list.

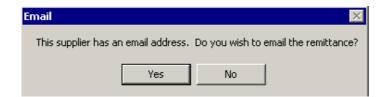Select the payment you wish to reprint the remittance for from the drop down list.

Click the '**Reprint Remittance**' button.

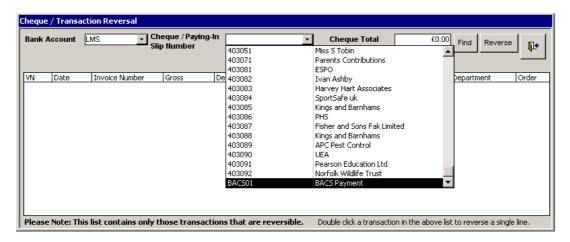Click '**Yes**' to email the remittance, or '**No**' to print a copy to be posted.

BACS Payment Rejections

If the bank account details within a BACS batch are incorrect the payment will be rejected. This will not become apparent until BACS transfer comes to be reconciled, at which point you will need to log onto the BACS website using the details provided when registering for BACS to investigate the payments that have been rejected.
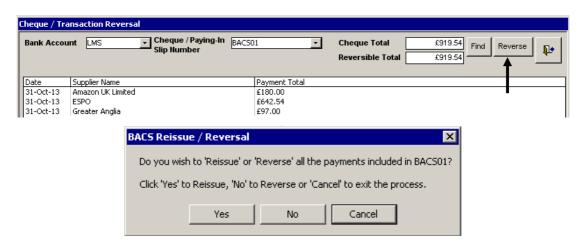
Once the BACS payment that has been rejected has been identified there are 2 options; Cancel or Reissue the payment. Both of these options are completed via the **Reversals** screen which can be opened via the **Cheque Run** or **Transactions** screens.
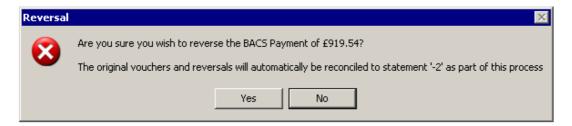
Cancel/Reissue an Entire Batch

When opened, the **Cheque / Transaction Reversal** screen will default to the **LMS Bank Account**. From the drop down box select the BACS Batch file required from the drop down list.

This will then list all the payments in the selected BACS batch. If the **entire** batch is incorrect, click the '**Reverse**' button.

If '**No**' is selected to reverse **all** payments within the chosen batch the following message will appear:
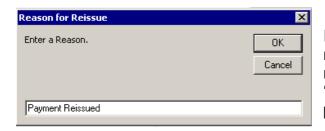

Click '**Yes**' to reverse the BACS batch, or '**No**' to cancel.

If '**Yes**' is selected in the 'BACS Reissue / Reversal' message to reissue **all** payments within the chosen batch the following message will appear:

Click '**Yes**' to complete the reissue or '**No**' to cancel.

If '**Yes**' is selected enter a brief meaningful reason for the reissue, then click '**OK**'. Click '**Cancel**' to stop the reissue process.

All of the payments relating to the selected BACS batch will be reversed and recreated, meaning they will appear again within the 'Cheque Run' screen ready to be re-assigned to a new BACS batch.

Cancel/Reissue an Individual Payment
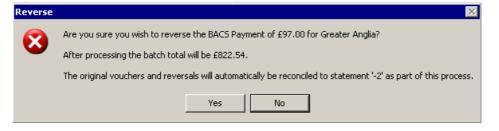
When opened, the **Cheque / Transaction Reversal** screen will default to the **LMS Bank Account**. From the drop down box select the BACS Batch file required from the drop down list.

This will then list all the payments in the selected BACS batch. To reverse a single payment within the BACS batch double click the required payment:
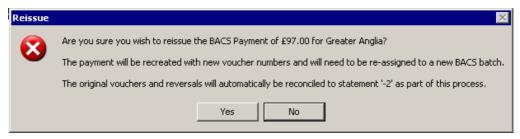
If '**No**' is selected to reverse the selected payment the following message will appear:
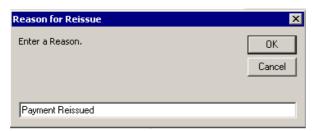
Click '**Yes**' to reverse the selected payment, or '**No**' to cancel.

If '**Yes**' is selected in the 'BACS Reissue / Reversal' message to reissue **all** payments within the chosen batch the following message will appear:

Click '**Yes**' to complete the reissue or '**No**' to cancel.
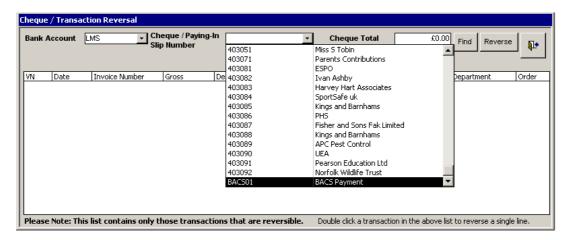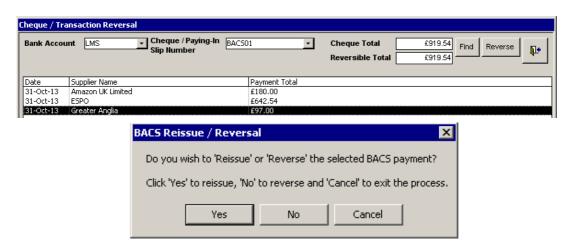

If '**Yes**' is selected enter a brief meaningful reason for the reissue, then click '**OK**'. Click '**Cancel**' to stop the reissue process.
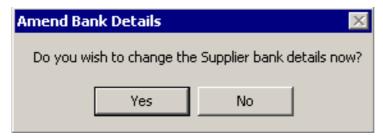
All of the payments relating to the selected BACS batch will be reversed and recreated, meaning they will appear again within the 'Cheque Run' screen ready to be re-assigned to a new BACS batch.

Generally the reason for an individual payment to be rejected is because the bank account details entered are incorrect. When reversing / reissuing an individual payment the option to amend the bank details will be given:
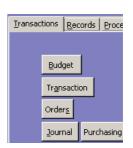
Click '**Yes**' to open the supplier edit form, or '**No**' to cancel.
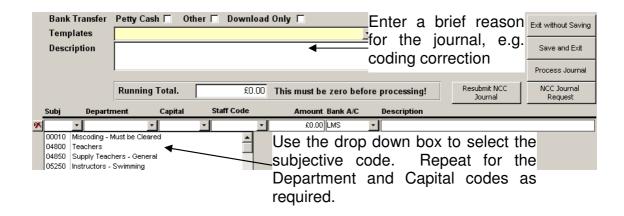
Please Note: If the payment was rejected because the incorrect bank details are held these must be amended before the payment is reassigned to a new batch.

Entering Journals – Transactions Tab

From the Main Menu select the '**Transactions**' tab and click '**Journal**'.

General Journals

Enter a brief reason for the journal, e.g. coding correction

Use the drop down box to select the subjective code. Repeat for the Department and Capital codes as required.

Once you have selected the required Subjective, Department, Capital and Staff Code (if required) you must enter the journal amounts. The bank account must be left as LMS. A description can be added for each line of the journal however, if none is entered the Journal Description will be added when the journal is processed.

Whether the journal amount is a negative or positive amount will depend on the transaction type.
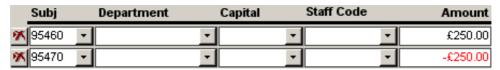
Income Transactions:

POSITIVE A positive amount will decrease the selected subjective code with the amount entered

NEGATIVE A negative amount will increase the selected subjective code with the amount entered

	Subj	Department	Capital	Staff Code	Amount
	95460				£250.00
	95470				-£250.00

This journal will take £250.00 from 95460 and give it to 95470

Expenditure Transactions:

POSITIVE   A positive amount will increase the selected subjective code with the amount entered

NEGATIVE   A negative amount will decrease the selected subjective code with the amount entered

	Subj	Department	Capital	Staff Code	Amount
✗	04800 ▼	▼	▼	▼	-£250.00
✗	04850 ▼	▼	▼	▼	£250.00

This journal will take £250.00 from 04800 and give it to 04850

Please Note: Your journal must balance to zero before processing (i.e. the positives and negatives must be equal). If your journal does not balance a message box will appear stating the difference for you to investigate.

Running Total.	£0.00	This must be zero before processing!

Process Journal
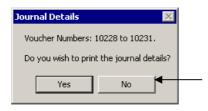
Exit without Saving   Click '**Exit without Saving**' to close the journal form and delete all lines currently shown on screen.

Save and Exit   Click '**Save and Exit**' to close the journal form leaving the journal lines on screen to be posted at a later point.

Process Journal   Click '**Process Journal**' to post the journal within Star Accounts.

Once '**Process Journal**' is clicked any lines that have been entered with an amount of £0.00 will be deleted and the journal description will be added to any lines that have not been given an individual description.
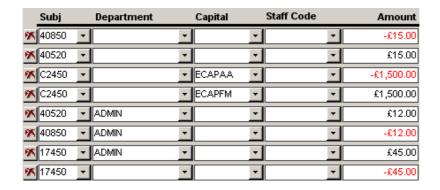
Please Note: When a staff code is selected the description field will default to the selected staff members' name. When processing the journal any descriptions that match a staff name will be replaced with the main journal description to ensure that users without payroll user rights do not see staff names within the Transactions Report. **If the description is changed in any way from the staff name it will not be replaced.**

Journal Details   ✗
Voucher Numbers: 10228 to 10231.

Do you wish to print the journal details?
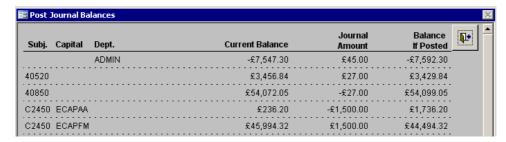
[Yes]   [No]   ◄   Click '**Yes**' to print a report showing the journal processed, or '**No**' to exit the screen.

Preview Balances if Posted

If you wish to view the effect the current journal will have on the balances of the relevant Subjective, Capital and Department codes click the "**Preview Balances if Posted**" button. This will open a summary of the balances if the current journal is processed.
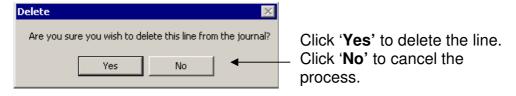
This screen provides a summary per Subjective Code, Department Code and Capital combination affected by the details entered on screen. **Please Note**: This screen only shows lines where the balance is affected by the journal entered, e.g. if the journal balance for a Subjective Code is £0.00 (such as 17450 in the above example) this will not be shown as the overall balance for the Subjective Code is not going to be changed by the current journal.

Deleting a Line from a Journal
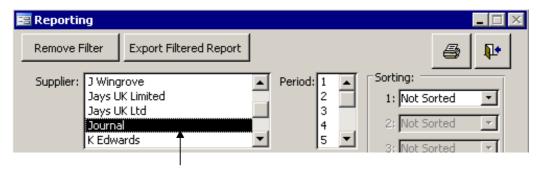
To delete a line from a journal click the delete button next to the row you wish to delete.

Click '**Yes**' to delete the line.
Click '**No**' to cancel the process.

Please Note: Any lines entered with amount of £0.00 will automatically be deleted when '**Process Journal**' is clicked.

Viewing Journals Entered Report
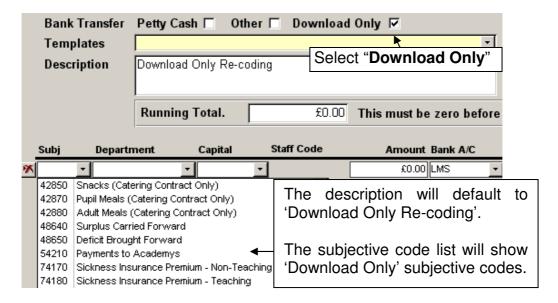
To view a report containing all journals entered into Star Accounts during the current financial year click '**Transaction Reporting**' button on the Reports tab.

Select "**Journal**" as the supplier name to filter the report.

Download Only Journals

Transactions that have been downloaded into Star Accounts on a '**Download Only**' subjective code cannot be transferred to another subjective code. However, if you wish to assign the transactions to a department code this can be completed as follows.

For example, if you wish to move £300 downloaded to subjective to 99180 to a "Facilities" department the journal would be:

	Subj.	Dept	Amount
Debit	99180		£300.00
Credit	99180	Facilities	-£300.00

Please Note: For downloaded expenditure transactions the Debit and Credit would be reversed (credit the subjective code, and debit the subjective with the department).

Each subjective code and capital code (if applicable) used within the journal must balance to zero for the journal to be processed. If either does not balance the following error message will appear when '**Process Journal**' is clicked.
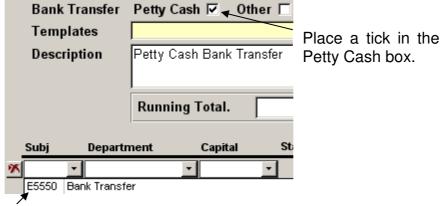
Bank Transfer Journals

Petty Cash

Once a petty cash account has been created within Star Accounts it will need to be topped-up at regular intervals to ensure it is kept at its agreed level, for example £50.00.

It is recommended that the journal for this transaction is completed at the same time as the cheque is written.

From the Main Menu select the 'Transactions' tab and click '**Journal**'.

Place a tick in the Petty Cash box.

Select the subjective code E5550 Bank Transfer.

To transfer cash from the LMS bank account to the Petty Cash Account enter the journal as below;

Once you are satisfied that the journal details are correct click '**Process Journal**'.
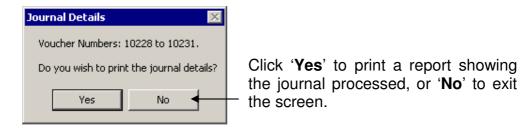
Use the dropdown box to select the Petty Cash account.
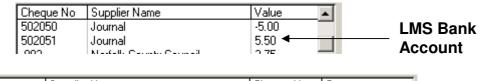
Enter the number of the cheque drawn to top-up petty cash.

Click '**OK**'

Please Note: The cheque number that automatically appears in this box will be the next sequential cheque number that has not been used within your accounts.

This will appear regardless of whether you have cheque printing activated, i.e. if the last cheque number in the accounts is 502050 the number that appears here will be 502051. If this is not the number of the cheque you are using overtype the number shown with the correct cheque number.

Click '**Yes**' to print a report showing the journal processed, or '**No**' to exit the screen.

The transactions for this journal will now appear on the bank reconciliations for both the LMS Account and Petty Cash Account. These transactions can then be reconciled as per the normal reconciliation instructions.

LMS Bank Account

Cheque No	Supplier Name	Value
502050	Journal	-5.00
502051	Journal	5.50

Petty Cash Account
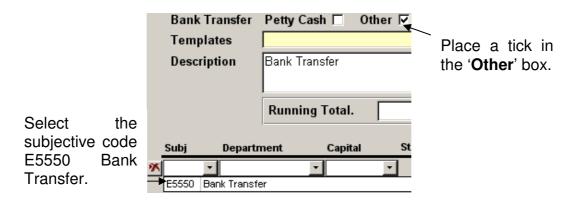
V/N	Date	Supplier Name	Cheque No	Gross
518	17/07/2007	Journal	502049	-£5.00
520	17/07/2007	Journal	502050	£5.00
524	17/07/2007	Journal	502051	-£5.50

Other Bank Accounts
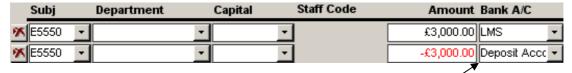
Funds transferred between bank accounts must be made via journal transfer.

Please Note:
1 – This only applies to BACS transfers, if you write cheques to transfer the funds you must create separate income and expenditure transactions to record the transfer.

2 – Journal transfers are not recommended for the transfer of money to a Business Call Down account.

Place a tick in the '**Other**' box.

Select the subjective code E5550 Bank Transfer.
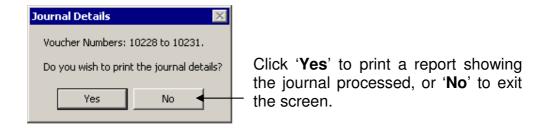
For example, the transaction below decreases the LMS bank account and increases the Deposit Account (i.e. money is being transferred from LMS to the Deposit Account).
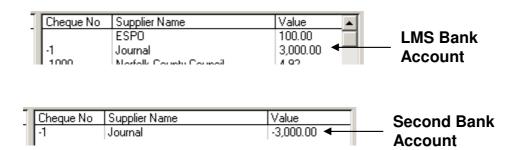
Use the drop down arrow to select the second bank account

Once you are satisfied that the journal details are correct click '**Process Journal**'. If your journal balances a message box will appear stating the voucher numbers assigned to each line of the journal.

Click '**Yes**' to print a report showing the journal processed, or '**No**' to exit the screen.

If you wish to cancel the journal at any time before clicking '**Process Journal**' click '**Exit without Saving**' to return to the Main Menu.

The transactions for this journal will now appear on the bank reconciliations for both the LMS Account and the Second Bank Account. These transactions can then be reconciled as per the normal reconciliation instructions.

Cheque No	Supplier Name	Value	
	ESPO	100.00	▲
-1	Journal	3,000.00	← **LMS Bank Account**
1000	Norfolk County Council	4.92	

Cheque No	Supplier Name	Value	
-1	Journal	-3,000.00	← **Second Bank Account**

Please Note: Although a cheque may be issued from the LMS account bank account transfers will be assigned to cheque number '**-1**' by the system. It is recommended that the cheque number used is included within the journal description for future reference if required.

Journal Templates
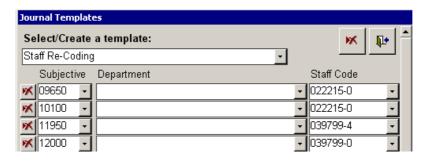
If you regularly journal amounts between two codes, for example, to transfer departmental expenditure, it may prove useful to create journal templates. From the Journal screen double click the yellow '**Templates**' list to open the create journal templates screen.

Enter a name for the template.
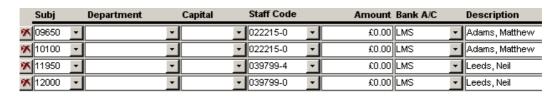
Select the subjective code and department code or staff code if required, that the journal transfer is to take place between.

For Example: The following journal template is to re-code downloaded staffing costs for the selected staff codes to a different subjective code.

Click the exit key to return to the main journal screen once all details required have been entered. The journal template name will now appear in the '**Templates**' list. Use the drop-down arrow to select the template required.

The coding details for the journal will automatically be entered so only the '**Amount**' fields will need to be completed. **Please Note:** If the template includes a staff code the line description will be updated to show the staff members name.
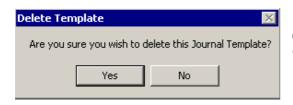
If you wish to delete any templates that are no longer valid double click on the yellow templates box to open the Journal Templates window.

Select the template to be deleted from the drop down list then click the delete button.

Click '**Yes**' to delete the template, or '**No**' to cancel.

Prior Year Journals

Journals are only permitted in prior year datafiles when moving transactions to a department code using the same subjective code and bank account as the original transaction. This will allow transactions received on the P12 and P13 downloads to be moved to any relevant department codes for reporting purposes.

For example, if £250.00 is received on the Period 12 download on subjective 40850 that you wish to move to the "Art" department the only journal permitted will be:

	Subj.	Dept	Amount
Credit	40850		-£250.00
Debit	40850	Art	£250.00

Please Note: You will need to complete separate journals for each amount you wish to move (i.e. your journals should only contain two lines).

Journal Import Template
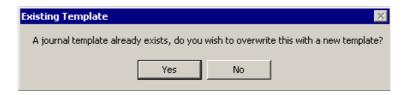
This feature is useful when third party companies collect income for the school (e.g. ParentPay), and the amount is paid directly into the school's bank account with an output file sent to the school by the company.

An income transaction should be entered into Star Accounts for the full amount of monies received. If the school then wishes to separate this income between different departments and subjective codes, the Journal Import Template can be used in conjunction with the output file. The advantage of using the Journal Import Template, over entering a normal journal, is that data can be copied and pasted from the output file to speed up the process. The Journal Import Template can be saved and added to at any point before posting if required.
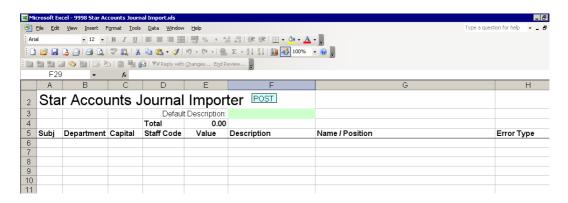
For example, if £1,000 is collected by a third party for contributions to a trip and paid into the schools accounts a £1,000 income transaction is required in Star Accounts. The Journal Import Template can then be used to separate this £1,000 in any way the school wishes.

From within the journal screen click '**Journal Import Template**'. This will create a spreadsheet in the 'My Documents' folder of the current users computer called "XXXX Star Accounts Importer.xls" where XXXX = School Location Code (e.g. 9999 Star Accounts Importer.xls).

If a journal template already exists the following message will appear:
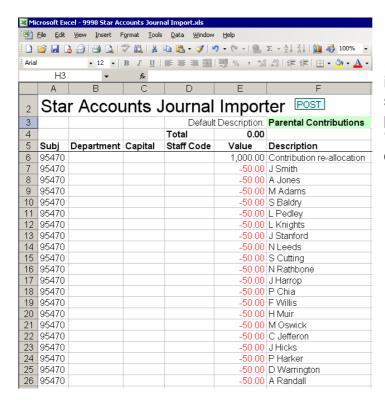
Click '**No**' to cancel creating the template or '**Yes**' to overwrite the existing spreadsheet. **Please Note:** If you click '**Yes**' any un-posted details within the existing template will be lost.

Enter a default description at the top of the screen. You can enter a different description against each line if you wish but this is not required. Any line without a description will be posted using the default.

Enter the details of the journal required within the spreadsheet as you would on a journal. When selecting a staff code the '**Name / Position**' will be prefilled with the name and position relating to the staff code chosen.

In this example the importer is being used to separate the income by pupil, using the '**Description**' field to denote the pupil name.

Please Note: If a user does not have **Payroll** user rights the '**Staff Code**' and '**Name / Position**' fields will not appear.
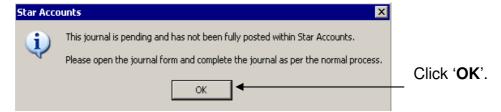
Once all details have been entered click the '**Post**' button. The spreadsheet will then validate the details entered. If there are any issues an '**Error Type**' will be stated and the cell that the error relates to will turn a peach colour. The journal can only be posted once all issues have been resolved.

The journal importer can only post information back to the datafile in which it was created. If you swap datafiles between exporting the spreadsheet and posting the details the following error message will appear:
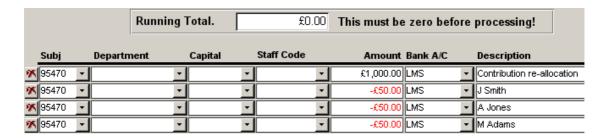
Click '**OK**'. Log back into the datafile specified and then click '**Post**' again.

If you are logged into the correct datafile and there are no issues the details from the spreadsheet will be transferred to Star Accounts.

Star Accounts

ℹ This journal is pending and has not been fully posted within Star Accounts.

Please open the journal form and complete the journal as per the normal process.

OK

Click '**OK**'.

Within Star Accounts open the Journal screen. The imported details will be shown on screen ready to be posted.

Running Total.   £0.00   This must be zero before processing!

Subj	Department	Capital	Staff Code	Amount	Bank A/C	Description
95470				£1,000.00	LMS	Contribution re-allocation
95470				-£50.00	LMS	J Smith
95470				-£50.00	LMS	A Jones
95470				-£50.00	LMS	M Adams

Click '**Process Journal**' to complete the posting. Additional lines can be added or lines removed from this screen as required.

Within the Transaction Reporting screen for the example listed above you will see the original income transaction and the imported journal as below:

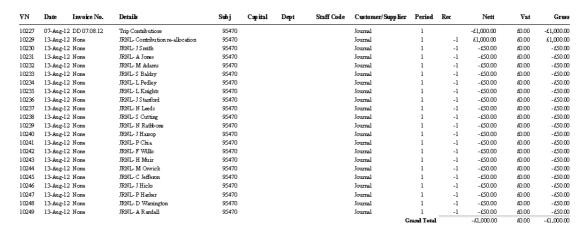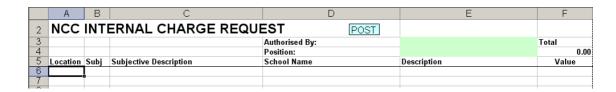| VN	Date	Invoice No.	Details	Subj	Capital	Dept	Staff Code	Customer/Supplier	Period	Rec	Nett	Vat	Gross
10227	07-Aug-12	DD 07.08.12	Trip Contributions	95470					Journal	1		-£1,000.00	£0.00	-£1,000.00
10229	13-Aug-12	None	JRNL- Contribution re-allocation	95470					Journal	1	-1	£1,000.00	£0.00	£1,000.00
10230	13-Aug-12	None	JRNL- J Smith	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10231	13-Aug-12	None	JRNL- A Jones	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10232	13-Aug-12	None	JRNL- M Adams	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10233	13-Aug-12	None	JRNL- S Baldry	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10234	13-Aug-12	None	JRNL- L Pedley	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10235	13-Aug-12	None	JRNL- L Knights	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10236	13-Aug-12	None	JRNL- J Stanford	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10237	13-Aug-12	None	JRNL- N Leeds	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10238	13-Aug-12	None	JRNL- S Cutting	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10239	13-Aug-12	None	JRNL- N Rathbone	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10240	13-Aug-12	None	JRNL- J Harrop	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10241	13-Aug-12	None	JRNL- P Chia	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10242	13-Aug-12	None	JRNL- F Willis	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10243	13-Aug-12	None	JRNL- H Muir	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10244	13-Aug-12	None	JRNL- M Oswick	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10245	13-Aug-12	None	JRNL- C Jefferson	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10246	13-Aug-12	None	JRNL- J Hicks	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10247	13-Aug-12	None	JRNL- P Harker	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10248	13-Aug-12	None	JRNL- D Warnington	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
10249	13-Aug-12	None	JRNL- A Randall	95470					Journal	1	-1	-£50.00	£0.00	-£50.00
								Grand Total			-£1,000.00	£0.00	-£1,000.00

NCC Internal Journal Request – NON-SQL

Schools within Norfolk are not permitted to invoice other schools for services provided, such as the provision of school meals to a school which does not have a kitchen. These requests should be submitted electronically through Star Accounts from within the journal screen by clicking '**NCC Journal Request**'.

NCC Journal Request

Note: Each time the '**NCC Journal Request**' is clicked any previously created requests that have not been posted will be deleted.

A Microsoft Excel Spreadsheet will be created called "XXXX-NCC_Jrnl-YYYY_$$$$$$.xls" where XXXX is your schools location code, YYYY is the current financial year and $$$$$$ is a randomly generated unique reference for the journal between 1 and 1,000,000.   The spreadsheet will open on screen once it has been created:

	A	B	C	D	E	F
2	**NCC INTERNAL CHARGE REQUEST**			POST		
3				Authorised By:		Total
4				Position:		0.00
5	Location	Subj	Subjective Description	School Name	Description	Value
6						
7						

> **Please Note**: If your recharge does not automatically follow the naming convention stated above the journal will not be accepted at County Hall. Please contact Accounting Software Support for assistance if this is the case.

Data Required

Authorisation: An authorising name and position should be entered at the top of the spreadsheet. This will usually be the person completing the journal request.
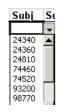
Authorised By:	Stuart
Position:	Finance Officer

Location: Enter the location code of either your school or the school you wish transfer to funds to. Double-clicking the cell will automatically enter your schools location code (and school name) into the spreadsheet.

Location	Subj	Subjective Description	School Name
EB1450			Norfolk Infant School

The Location Code **must** be entered as 2 letters and a 4-digit number, e.g. EB9999.   The recharge will validate the code entered when '**Post**' is clicked.

Subjective: Select the required subjective code from the drop down list.

Subj	Subjective Description
74520	Payments to Other Schools

The subjective code description will be shown once the code has been selected.

Please Note: When using download only recharge codes care must be taken to ensure the most appropriate code is selected. The recharge codes selected against your location (the debiting school) are generally those that begin with "74", and the recharge codes that are valid for the receiving schools (credited schools) are generally those that begin "98" or "99". The subjective code entered will be validated when "**Post**" is clicked.

School Name: Enter the name of the school that the charge/payment relates to if this has not been pre-filled.

Description: Enter a meaningful description for the recharge which should be as succinct as possible.

Description
Course Fees

This description will be used when the recharge is downloaded to the receiving school. Therefore, "**As above**" is **not** a valid description as the receiving school does not see the details entered above – only the line which would state "As above".

Value: Enter the amount of funds to be transferred.

NCC INTERNAL CHARGE REQUEST   POST

			Authorised By:	SB	Total
			Position:	Bursar	0.00
Location	Subj	Subjective Description	School Name	Description	Value
EB1450	74520	Payments to Other Schools	Norfolk Infant School	Course Fees	250.00
EB1443	99000	Payments from other schools	Another Norfolk Infant School	Course Fees	-250.00

Please Note: You are only permitted to **debit** (charge) your schools Location Code, therefore, the amount entered against your school should be a **positive** figure, and the amounts entered against the receiving school/s should be a **negative** figure.
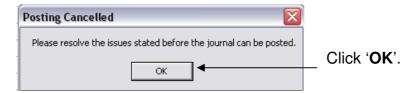
It is the debiting schools responsibility to ensure that those schools being credited via this journal are informed that the journal is taking place.

Processing the Recharge:

Once you are satisfied that the recharge details have been entered click the '**Post**' button at the top of the screen.

Once '**Post**' has been clicked the recharge spreadsheet will validate the data entered and report any errors found.
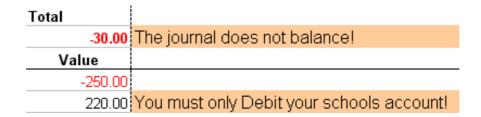
Click '**OK**'.

All errors must be rectified before the journal can be posted.

Errors that may occur:
- The recharge does not balance to 0
- The authorising details have not been completed
- The Location Code has been entered in the incorrect format
- A subjective code is missing
- The subjective code entered is not valid for the debited/credited school
- A School Name is missing
- A description has not been entered
- A Value has not been entered
- A non-recharge subjective code does not balance to zero
- The recharge subjective codes do not balance to zero

If any of these errors are found a note will be added to the screen next to the line on which the error occurred.

Please correct the stated issue and click '**Post**' again.

Subjective Code Balance Validation:

The subjective codes available within the NCC Internal Journal are categorised as either 'Recharge' codes or 'Non-Recharge' codes. Recharge codes are generally those within Star Accounts that are flagged as "Download Only", although this is not always the case (such as Sickness Insurance Income codes). Non-Recharge codes refer to all other subjective codes.

Non-Recharge Codes: Within the NCC Internal Journal each '**Non-Recharge**' subjective code must *individually* balance to £0.00 to be posted. For example, if funds are to be transferred for shared electricity costs then subjective code 24340 must have at least two entries – one debiting your school and one crediting another school. When '**Post**' is clicked the Internal Journal will report any issues with these subjective codes. For example:

Please Note: The number shown in brackets is the subjective code that does not balance.

Recharge Codes: Within the NCC Internal Journal all '**Recharge**' subjective codes must *cumulatively* balance to £0.00 to be posted. It is the responsibility of the debiting school to ensure that the subjective codes selected are correct for the requested transfer, for example, subjective codes 74460 and 99190 should be used conjunction with each other.

When '**Post**' is clicked the recharge spreadsheet will report any issues with these subjective codes.

Validation Passed:

When the recharge passes the validation process the current journal request will be printed. This print should be retained and used in conjunction with the next download to ensure the recharge has been completed.

Once printed the recharge will be copied to both the Output Path location contained within the Star Accounts datafile used to create the file, and the 'Archive' folder within the Star folder for future reference. The posting process will also attempt to email the file to efs.ca@norfolk.gov.uk.

If the system appears to freeze during posting it may be that an email prompt is hidden behind the spreadsheet. If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:

Click '**Yes**' to send the email.
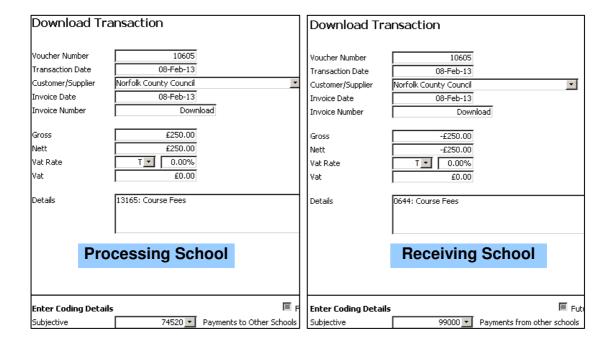
If you click '**No**' to this message the process will continue unaffected.

You must ensure that this file is forwarded via AnyComms Plus or email for the recharge to take place.
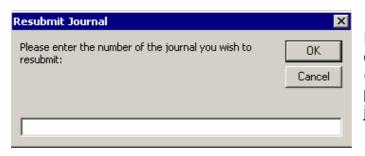
Receiving the Recharge:

Electronic recharges will be received via the download in the same way that the manual recharges are currently received. The description that is downloaded for the processing school (your school) will be shown as the Journal Reference ($$$$$$ from above) and the description. The receiving schools will be downloaded the item with your location code and then the description to help identify where the funds have been received from:
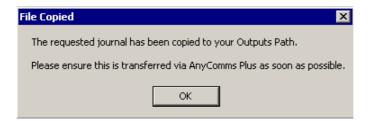

Resubmitting an NCC Journal Request

If an NCC Journal request is not received at County Hall for any reason, or you are required to resubmit a previously created request, click the 'Resubmit NCC Journal' button within the Journal screen.
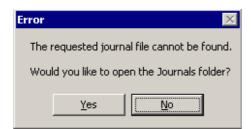

Enter the journal reference of the file you wish to submit (which can be found on the printed version of the journal). Click '**OK**'.

If a journal with a matching reference can be found within the Star Accounts archives the following message will appear:

The file should then be transferred as soon as possible.

If Star Accounts cannot find a journal with a matching reference to the one entered the following message will appear:
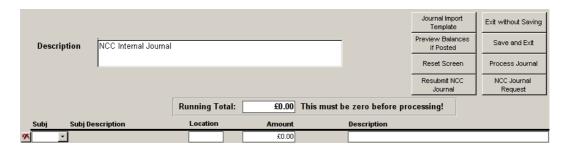

Click '**No**' to cancel the process, or '**Yes**' to open the archive folder containing all previously submitted NCC Journal request to search for the required file.
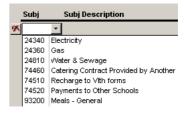
NCC Internal Journal Request – SQL

Schools within Norfolk are not permitted to invoice other schools for services provided, such as the provision of school meals to a school which does not have a kitchen. These requests should be submitted electronically through Star Accounts from within the journal screen by clicking '**NCC Journal Request**'.

Unlike the NON-SQL version (above) the NCC Internal Journal will be produced within Star Accounts and, once processed, a commitment will be added to the Orders screen for the amounts entered against your Location Code.

Data Required

Subjective Code (Subj): Select the required Subjective Code from the drop down list. Only subjective codes valid for NCC internal Journals will be shown.

The '**Subj Description**' will automatically appear once a subjective code has been selected. If the subjective code chosen is a "Download Only" code an asterisk will appear next to the '**Subj**'. This is to provide assistance when amending errors (see below).

Location: Enter the Location Code of either your school or the school you wish to transfer funds to. Double click this field to automatically enter your schools Location Code.

Format Error

Location Codes must entered as 2 Aplha and 4 Numeric characters, e.g. EB9999. Please re-enter the Location Code.

OK

Location Codes **must** be entered as 6 digit alphanumeric codes, containing 2 letters and 4 numbers e.g. EB9999. Please contact the school you are crediting if you are unsure of their Location Code. **Please Note:** This is **not** the 926/XXXX DfE number.

Amount: Enter the amount of funds to be transferred between schools.

Amount
£150.00
-£150.00

Please Note: Only **debits** (positive amounts) can be entered against your schools Location Code and only **credits** (negative amounts) can be entered against other schools Location Codes.

Description: Enter a short meaningful description for the current line of the recharge. If this is not entered system the description shown at the top of the screen will be added to each line when '**Process Journal**' is clicked.

Description
SEN transfer TH

This description will be used when the transaction is downloaded to the receiving school, therefore, "**As Above**" should not be used as the description.

It is the debiting schools responsibility to ensure that those schools being credited via this journal are informed that the journal is taking place.

Data Validation

Once all of the required journal lines have been entered click the '**Process Journal**' button to begin the data validation process.

Process Journal

An error message will appear if an issue is found with the details entered. All errors must be rectified before a journal can be posted.

Errors the may be reported include:
- The recharge does not balance to zero.
- A Location or Subjective Code has not been entered against each line.
- A non-recharge subjective code does not balance (see below).
- The recharge subjective codes do not balance as a group (see below).
- The Subjective Code and Location Code combination entered is not valid (see below).

Subjective Code Balance Validation

The subjective codes available within the NCC Internal Journal are categorised as either 'Recharge' codes or 'Non-Recharge' codes. Recharge codes are generally those within Star Accounts that are flagged as "Download Only", although this is not always the case (such as Sickness Insurance Income codes). Non-Recharge codes refer to all other subjective codes.

Non-Recharge Codes: Within the NCC Internal Journal each '**Non-Recharge**' subjective code must *individually* balance to £0.00 to be posted. For example, if funds are to be transferred for shared electricity costs then subjective code 24340 must have at least two entries – one debiting your school and one crediting another school.

Recharge Codes: Within the NCC Internal Journal all '**Recharge**' subjective codes must *cumulatively* balance to £0.00 to be posted. It is the responsibility of the debiting school to ensure that the subjective codes selected are correct for the requested transfer, for example, subjective codes 74460 and 99190 should be used conjunction with each other when paying another school for providing school meals.

Subjective and Location Code Combination Validation

When using download only recharge codes care must be taken to ensure the most appropriate code is selected. The recharge codes selected against your Location Code (the debiting school) are generally those that begin with "74", and the recharge codes that are valid for the receiving schools (credited schools) are generally those that begin "98" or "99".

Any issues with the Location and Subjective Code combinations entered will be highlighted by "**Invalid Coding**" appearing next to the Location Code.
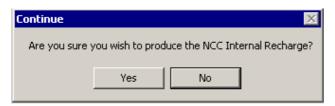

To assist with the validation process the NCC Internal Journal can be sorted by Subjective Code or Location Code by double clicking the label at the top of the screen.

Process the Recharge

Click the '**Process Journal**' button. Any errors must be rectified before the journal can be accepted.

Process Journal

If the journal passes the validation described above the following message will appear:
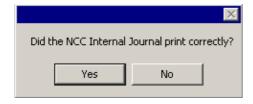
Continue ☒

Are you sure you wish to produce the NCC Internal Recharge?

[Yes] [No]

Click '**Yes**' to continue, or '**No**' to cancel.

If '**Yes**' is clicked the Internal Recharge will be printed.

NCC INTERNAL CHARGE REQUEST NUMBER: 5
Voucher Numbers: 84777 To 84778

NCC Internal Journal

Location Code	Subjective code		Description	Amount	Notified	Sent via AnyComms
EB2427	74520	Payments to Other Schools	Course Fee	£150.00	☐	☐
EB1234	99000	Payments from other schools	Course Fee	-£150.00	☐	☐

☒

Did the NCC Internal Journal print correctly?

[Yes] [No]

Please ensure that the recharge has printed, and then click '**Yes**' to continue, or '**No**' to cancel the process. **Please Note**: You will be unable to reprint the recharge once it has been processed.

The printed recharge must be retained by the processing school, with the authorisation details entered manually.

Authorisation:..

Authorised By:..

Position Held:..

Once printed, the recharge will be copied to both the Output Path location and the Star Accounts 'Archive' folder for future reference. The posting process will also attempt to email the file to efs.ca@norfolk.gov.uk. If the system appears to freeze during posting it may be that an email prompt is hidden behind Star Accounts.

If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:

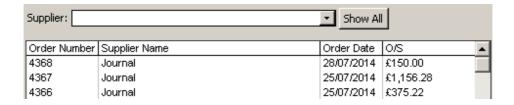Click '**Yes**' to send the email.

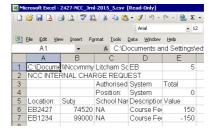If you click '**No**' to this message the process will continue unaffected.

It is the debiting schools responsibility to ensure that this file is forwarded via AnyComms Plus or email for the recharge to take place.

Journal Commitment

When the NCC Internal Recharge is successfully processed and order, coded to the Journal supplier, will be entered into Star Accounts for the total amount being debited from your schools Location Code. To view these commitments, from the '**Transactions**' tab, click the '**Orders**' button.

Order Number	Supplier Name	Order Date	O/S
4368	Journal	28/07/2014	£150.00
4367	Journal	25/07/2014	£1,156.28
4366	Journal	25/07/2014	£375.22
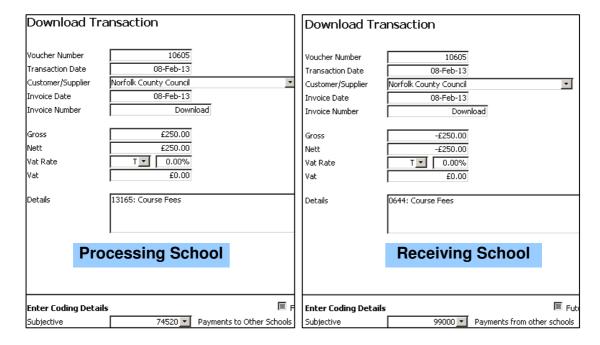
Any order shown against the '**Journal**' supplier cannot be amended, i.e. lines cannot be added and the amount cannot be changed. Double clicking the order will open a read only copy of the recharge in Microsoft Excel.

Receiving the Recharge

Electronic recharges will be received via the download in the same way that the manual recharges are currently received. The description that is downloaded for the processing school (your school) will be shown as the Journal Reference (as shown on the printed request) and the description. The receiving schools will be downloaded the item with your location code and then the description to help identify where the funds have been received from:

When a download is imported Star Accounts will attempt to automatically clear any commitments against the 'Journal' supplier with the transactions held within the download. This is done by matching the journal reference number and subjective code against items within the download.
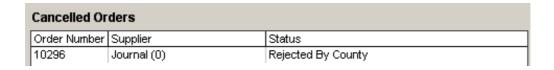
If, for any reason, an entry for a journal commitment does appear on the download and is not automatically it can be manually cleared following the procedures stated in Section 7, Page 23, of the Star Accounts User Guide.

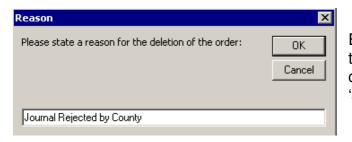**Commitments shown against the Journal supplier can only be cleared by download.**

If a journal is **rejected** by County Hall, for any reason, the commitment will be removed in the download received following the rejection. This will remove the commitment for the journal from your accounts, and a new journal will need to be submitted.

Cancelled Orders		
Order Number	Supplier	Status
10296	Journal (0)	Rejected By County

A journal commitment can also be removed by highlighting the required order and clicking '**Delete Order**'.
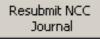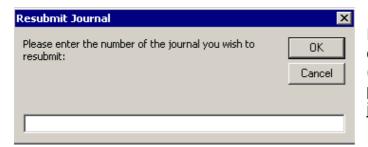
Enter a reason for removing the commitments, and then click '**OK**'. This will default to 'Journal Rejected by County'.

Please Note: If you are deleting a journal as it has been entered in error you **must** notify your Finance Support Officer to ensure the journal is not processed at County.

Resubmitting an NCC Journal Request

If an NCC Journal request is not received at County Hall for any reason, or you are required to resubmit a previously created request, click the 'Resubmit NCC Journal' button within the Journal screen.

Enter the journal reference of the file you wish to submit (which can be found on the printed version of the journal). Click '**OK**'.

If the commitment for the journal reference entered has already been cleared via the download it cannot be resubmitted.
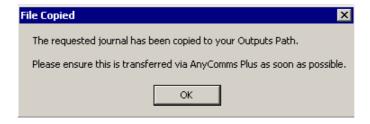
> **Error** ☒
>
> The commmitment for Journal Reference 1 has been cleared via the download, therefore, it cannot be resubmitted.
>
> [OK]

If the NCC Internal Journal reference has previously been cancelled it cannot be resubmitted.

> **Error** ☒
>
> The commitment for the requested journal has been cancelled for the following reason:
>
> Rejected by NCC - Invalid Subjective Code
>
> Therefore, this journal cannot be re-submitted. Please enter a new journal.
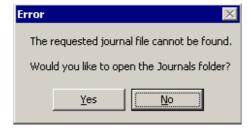>
> [OK]

If a journal with a matching reference can be found within the Star Accounts archives the following message will appear:

> **File Copied** ☒
>
> The requested journal has been copied to your Outputs Path.
>
> Please ensure this is transferred via AnyComms Plus as soon as possible.
>
> [OK]

The file should then be transferred as soon as possible.
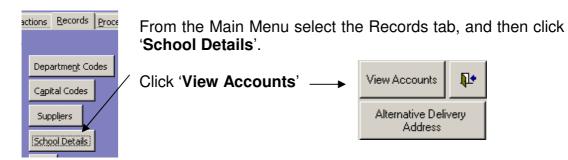
If Star Accounts cannot find a journal with a matching reference to the one entered the following message will appear:

> **Error** ☒
>
> The requested journal file cannot be found.
>
> Would you like to open the Journals folder?
>
> [Yes] [No]

Click '**No**' to cancel the process, or '**Yes**' to open the archive folder containing all previously submitted NCC Journal request to search for the required file.

Creating a Petty Cash Account

To be able to use a petty cash account within Star Accounts a petty cash account must be created within the Accounts screen.
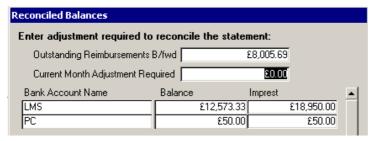
From the Main Menu select the Records tab, and then click '**School Details**'.

Click '**View Accounts**' ⟶

On the next available blank line within this screen enter the petty cash account name. Petty cash account names **must** begin with either "**Petty Cash**" or "**PC**". If you have more than one petty cash account you can add a number to the end of the name to distinguish between them e.g. Petty Cash1, PC2 etc.

	Account Name	Sort Code	Account Number	Bank
✗	LMS	30-20-10	61089999	Co-op
✗	PC			Petty Cash

If you wish to enter an address for the petty cash account it should be the schools address. An address is not essential for petty cash accounts.

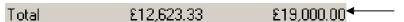## Creating an Opening Balance

To enter an opening balance for the account, i.e. the maximum level of cash to be held in the petty cash tin, the Imprest Level of the LMS account should be reduced by the required amount and the Imprest Level of the Petty Cash increased by the required amount (within the Reconciliation Statement).

Reconciled Balances

Enter adjustment required to reconcile the statement:

Outstanding Reimbursements B/fwd   £8,005.69

Current Month Adjustment Required   £0.00

Bank Account Name	Balance	Imprest
LMS	£12,573.33	£18,950.00
PC	£50.00	£50.00

Overtype the Imprest values with the required new value.

Please Note: The overall Imprest Level shown must match the level agreed for your school once the updates have been applied.

Total	£12,623.33	£19,000.00 ←

This process will produce transactions automatically within the LMS Bank Reconciliation and Petty Cash Account Reconciliation screens. These will be coded to cheque number "Imprest" and can be reconciled in the usual way.

Entering Petty Cash Transactions

The procedure for entering Petty Cash Transactions is the same as those for entering normal expenditure transactions, using the petty cash voucher number as the invoice number.

You must remember to change the bank account in the coding details to Petty Cash.

Please Note: You do not need to enter a cheque number.

Topping up the Petty Cash Account - via the Bank Reconciliation Screen

To discover the amount needed to top up the Petty Cash Account, go to the Bank Reconciliation screen ('**Process**' tab) and select the Petty Cash Account required from the Bank Account dropdown list.

The balance of the unreconciled transactions is the amount needed to top up the petty cash to the agreed balance.

Click '**Petty Cash Top-Up from LMS Bank A/C**'.
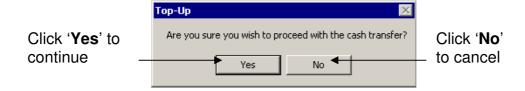
Select the Petty Cash Account to be topped up from the drop down list

Enter the amount of the top-up required (i.e. the cheque value).

Click '**Cancel**' to halt the process and close the Cash Transfer screen. Click '**Process**' to continue.

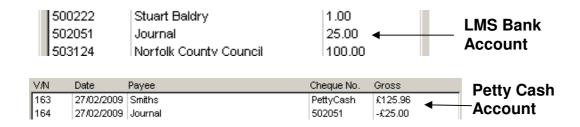Click '**Yes**' to continue

Click '**No**' to cancel

If an account or amount has not been entered the process will be cancelled so that any errors can be rectified. If there are no errors you will be prompted to enter the cheque number being used to top up the account.

Enter the cheque number and click '**OK**'

Once completed the cash transfer screen will close.

The transactions for the petty cash top-up will now appear in the bank reconciliations for both the LMS Account and the selected Petty Cash Account. These transactions can then be reconciled as per the normal reconciliation instructions.
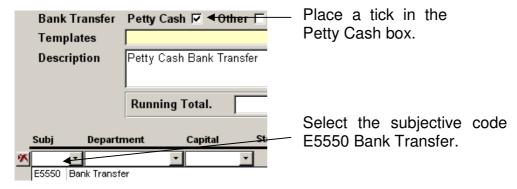

LMS Bank Account

Petty Cash Account

Topping up the Petty Cash Account - via Journals

To discover the amount needed to top up the Petty Cash Account, go to the Bank Reconciliation screen and select the Petty Cash Account required from the Bank Account dropdown list.

The balance of the unreconciled transactions is the amount needed to top up the petty cash to the agreed balance.

It is recommended that the journal for this transaction is completed at the same time as the cheque is written. From the Main Menu select the '**Transactions**' tab and click '**Journal**'.

Place a tick in the Petty Cash box.

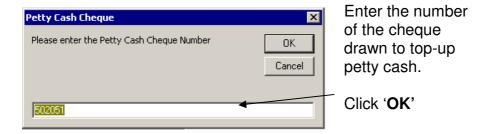Select the subjective code E5550 Bank Transfer.

This transaction is an Income transaction so the amounts must be entered to decrease the LMS bank account and increase the Petty Cash Account (see Section 11).
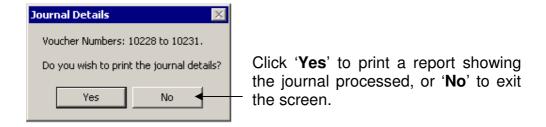
Subj	Department	Capital	Staff Code	Amount	Bank A/C
E5550				£25.00	LMS
E5550				-£25.00	Petty Cash

Use the dropdown box to select the Petty Cash account.

Once you are satisfied that the journal details are correct click '**Process Journal**'.

Enter the number of the cheque drawn to top-up petty cash.

Click '**OK**'

Please Note: The cheque number that automatically appears in this box will be the next sequential cheque number that has not been used within your accounts.

This will appear regardless of whether you have cheque printing activated or not, i.e. if the last cheque number in the accounts is 502050 the number that appears here will be 502051. If this is not the number of the cheque you are using simply overtype the number shown with the correct cheque number.

Click '**Yes**' to print a report showing the journal processed, or '**No**' to exit the screen.

The transactions for this journal will now appear on the bank reconciliations for both the LMS Account and Petty Cash Account. These transactions can then be reconciled as per the normal reconciliation instructions.
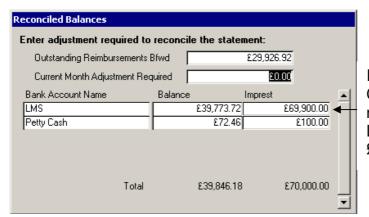
Closing a Petty Cash Account

If you wish to close a petty cash account please take the following steps.

Step 1: Remove the Petty Cash Account Imprest Level

When the petty cash account was created the petty cash account maximum level should have been entered as its Imprest level. If the Imprest level states £0.00 please go to Step 2.

Within the '**Reconciliation Statement**' overtype the Imprest level shown for the required petty cash account to £0.00 and increase the Imprest Level shown against the LMS bank account by the same amount.

In this example the Petty Cash account should be re-set to £0.00 and the LMS account re-set to £70,000.

Click '**Yes**' to this message.

Step 2 – Enter Closing Transactions

Any physical cash held within a petty cash tin must be paid back into the Main school account to close off the account. The value of this transaction can be found within the Bank Reconciliation screen for the Petty Cash Account.
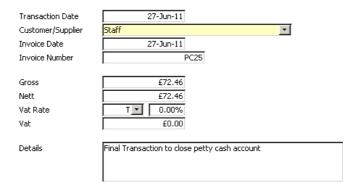

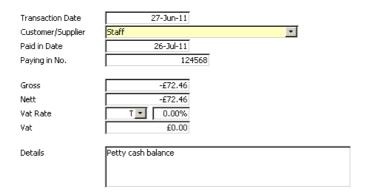The 'Balance at Bank' figure should match the physical cash left in the petty cash tin.

Please Note: There should be no unreconciled transactions within a petty cash account. When expenditure is spent from a petty cash account the cash should have been taken from the tin, and if income has been received this should immediately be placed in the tin.

If you have unreconciled transactions that cannot be reconciled please contact your Finance Support Officer for assistance.

Within the Petty Cash account an expenditure transaction should be created for the 'Balance at Bank' figure (as above):

Transaction Date	27-Jun-11
Customer/Supplier	Staff
Invoice Date	27-Jun-11
Invoice Number	PC25
Gross	£72.46
Nett	£72.46
Vat Rate	T 0.00%
Vat	£0.00
Details	Final Transaction to close petty cash account

Within the LMS bank account an income transaction should be created for the 'Balance at Bank' figure (as above):

Transaction Date	27-Jun-11
Customer/Supplier	Staff
Paid in Date	26-Jul-11
Paying in No.	124568
Gross	-£72.46
Nett	-£72.46
Vat Rate	T 0.00%
Vat	£0.00
Details	Petty cash balance

Step 3 – Top-Up Petty Cash Account

This step is only required if the petty cash account is not at its maximum level when the account is to be closed.

The petty cash account must be topped up to its maximum level (Imprest Level) for the account to balance to £0.00 when closing the account.

Please Note: If the petty cash account did not have an Imprest level when this process was started, or the 'Balance at Bank' amount (as per Step 2) was the same as the Imprest level please go to Step 4.

A petty cash top-up should be carried out in the normal way, however, as this top-up is purely a balancing transaction required to close off the account correctly the cash does not need to be taken from the LMS account.

When creating this petty cash top-up enter "999999" as the cheque number rather than the next numerical cheque number.

Step 4 – Reconcile the Accounts

Petty Cash – Within the Petty Cash Account all unreconciled transactions should be reconciled to the latest statement number:
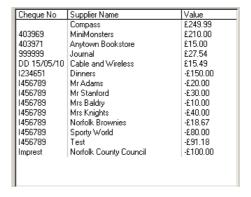
After reconciling these transactions the 'Balance at Bank' and 'Unreconciled Transactions' totals should be £0.00:

LMS Account – Within the LMS bank account the Petty Cash top-up entered in Step 3 (if applicable) and the transaction created when amending the Imprest (with the Cheque Number 'Imprest') can be reconciled immediately.

The closing income transaction created in Step 2 should be reconciled once it appears on a bank statement.

Step 5 – Delete the Account

The petty cash account cannot be deleted in the financial year in which it was closed off as it has been used during that year. In the following financial year from the '**Records**' tab click '**School Details**', then '**View Accounts**'.

Click the delete button next to the petty cash account that you wish to delete.

Petty Cash Tin Reconciliation

A reconciliation of the petty cash account should be carried out before every month end, prior to topping up the petty cash account or whenever control of the petty cash account is passed between employees.
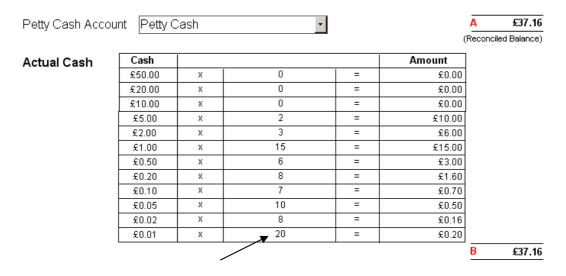
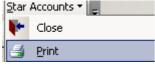From the 'Process' tab, click '**Petty Cash Reconciliation**'.

| Bank Reconciliation | Petty Cash Reconciliation |

PETTY CASH TIN RECONCILIATION

Reconciliation Date 22-Sep-11 13:11

Petty Cash Account [Petty Cash   ▼]   A _____
(Reconciled Balance)

Select the required Petty Cash account from the drop down list.   A reconciliation must be carried out for each of the petty cash accounts shown.

Petty Cash Account [Petty Cash   ▼]   A   £37.16
(Reconciled Balance)

Actual Cash

Cash				Amount
£50.00	X	0	=	£0.00
£20.00	X	0	=	£0.00
£10.00	X	0	=	£0.00
£5.00	X	2	=	£10.00
£2.00	X	3	=	£6.00
£1.00	X	15	=	£15.00
£0.50	X	6	=	£3.00
£0.20	X	8	=	£1.60
£0.10	X	7	=	£0.70
£0.05	X	10	=	£0.50
£0.02	X	8	=	£0.16
£0.01	X	20	=	£0.20

B   £37.16

Enter the number of coins/notes of each denomination found within the petty cash tin. Once all of these have been entered Totals A and B should be match.

If these two amounts do not match the discrepancy should be investigated and resolved before continuing. If you require any assistance with this please contact your Finance Support Officer.

| Star Accounts ▼ |
| ◀ Close |
| 🖨 Print |

The reconciliation statement can be printed by selecting "**Print**" from the Star Accounts toolbar.

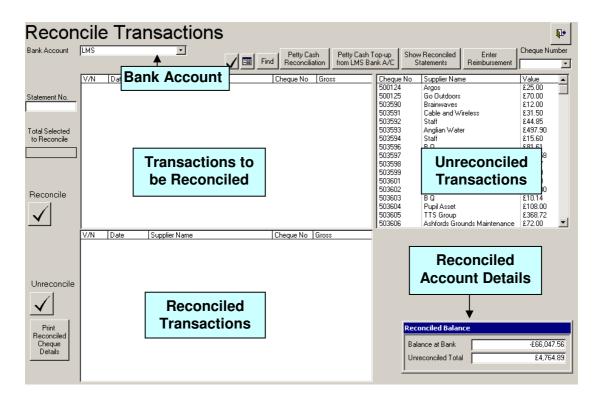🚪 Click to Exit.

About Bank Reconciliations – Process Tab

Any transaction posted within Star Accounts is saved as an unreconciled transaction. The purpose of the bank reconciliation is to mark-off those transactions as reconciled when they appear on a bank statement.

Bank Reconciliations must be reconciled to the last day of each calendar month i.e. 30th April, 31st May etc. If your bank statement continues past this date you should draw a line under the last day of the month and reconcile to that figure.

Petty Cash must also be reconciled each month, with the reconciled total agreeing with your cash in hand at the end of the month (see Section 12).

The Bank Reconciliation Screen

From the Main Menu select the '**Process**' tab, then '**Bank Reconciliation**'
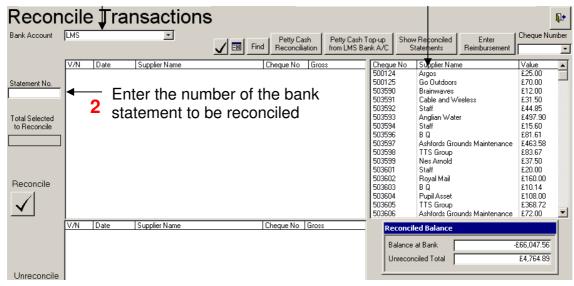
Please Note: The Find button is a very useful tool if for searching for transactions. See Section 8 - Searching for Transactions for instructions.

Reconcile Transactions
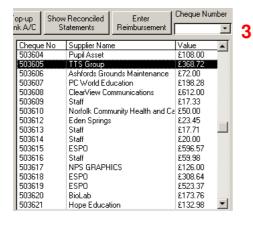
1   Select the bank account   Unreconciled transactions are
    to be reconciled   grouped by cheque number.

2   Enter the number of the bank
    statement to be reconciled

At the outset the '**Balance at Bank**' figure should agree to the opening balance on the bank statement. A negative figure indicates a credit balance, a positive figure indicates a debit balance (overdrawn). This provides a running total to check as the reconciliation is processed.
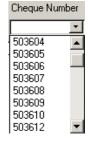
Please Note: If no cheque number appears next to an unreconciled transaction this means that those transactions appear on the cheque run screen waiting for to be processed. No transactions can be reconciled until a cheque / paying-in slip number.
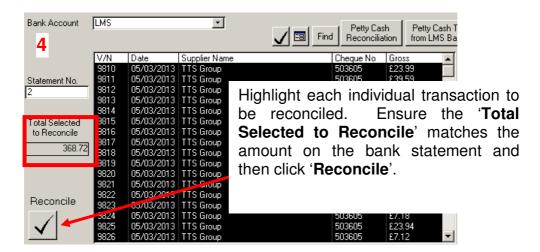
3   Highlight the cheque to be reconciled. Double click the cheque to automatically highlight all transactions relating to it as per step 4 below.

Or select the required cheque / paying-in slip number from the drop down list to automatically select the required transactions.

Once a cheque / paying-in slip number has been selected all of the transactions relating to it will appear in the '**Transactions to be Reconciled**' section.

Highlight each individual transaction to be reconciled. Ensure the '**Total Selected to Reconcile**' matches the amount on the bank statement and then click '**Reconcile**'.

Please Note: The above method will only allow one cheque / paying-in slip number to be reconciled at any given time. Clicking the [button] button will place every unreconciled transaction listed into the transactions to be reconciled section, allowing multiple transactions to be selected and reconciled.
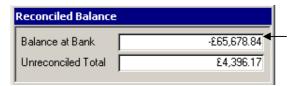
The [button] button will highlight all transactions listed within the transactions to be reconciled section.

After the '**Reconcile**' button has been clicked the transactions will move to the Reconciled Transactions section at the bottom of the screen, and the bank balance details will be amended accordingly.

V/N	Date	Supplier Name	Cheque No	Gross	
9819	05/03/2013	TTS Group	503605	£36.00	
9811	05/03/2013	TTS Group	503605	£39.59	
9812	05/03/2013	TTS Group	503605	£22.79	

The reconciliation process will automatically save after each item has been reconciled. To exit without saving you must unreconcile all transactions in this section (see below).
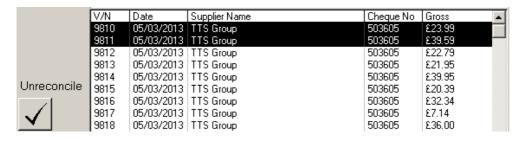

After completing the reconciliation this figure **must** agree to your closing bank balance (as at the last day of the calendar month).

Unreconcile Transactions

If, for any reason, a cheque / paying-in slip needs to be unreconciled e.g. as it has been reconciled in error or to begin the reconciliation process again, the cheque /paying-in slip can be unreconciled as follows:

Enter the bank statement number the original cheque / paying-in slip number was reconciled to. The '**Reconciled Transactions**' list at the bottom of the screen will then show all items reconciled to that statement number.

Highlight each transaction to be unreconciled and then click '**Unreconcile**'.

View Prior Reconciled Statements

To view any previously reconciled bank statements please click '**Show Reconciled Statements**'. A list of all bank statements reconciled within Star Accounts will then appear behind the reconciled bank balance box. Click '**Hide Reconciled Statements**' to close this list.
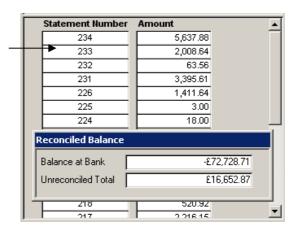
Double click the statement number to be viewed.

Please Note:
All journals are reconciled to Bank Statement -1

All reversed transactions are reconciled to Bank Statement -2 with the original entry

Downloaded items are reconciled to Bank Statement 999999

All of the transactions listed in the reconciled transactions section will relate to the bank statement that was double clicked as above.
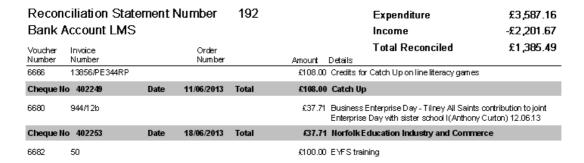
If view a printable copy of the transactions reconciled to a specific bank statement, click the '**Print Reconciled Cheque Details**' button.
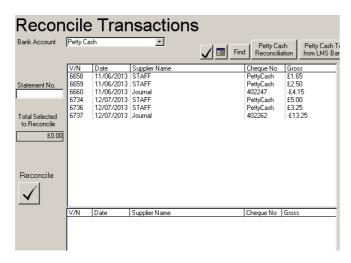
Enter the bank statement number required and then click '**OK'**

A report detailing all the reconciled items relating to the requested statement number will then be shown. This can then be printed if required.

Reconciling the Petty Cash Account

The Petty Cash Account is reconciled in a similar way to the method described above, however, the '**Unreconciled Transactions**' section will be hidden and all unreconciled transactions relating to the petty cash account will automatically be shown within the '**Transactions to be Reconciled**' section.
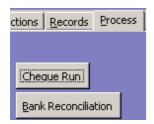

Select the required petty cash account from the 'Bank Account' drop down list and enter a statement number to reconcile the transactions to.

Highlight each transaction to be reconciled and then click the '**Reconcile**' button.

The reconciliation process will automatically save after each item has been reconciled. To exit without saving you must unreconcile all transactions in this section (see above).
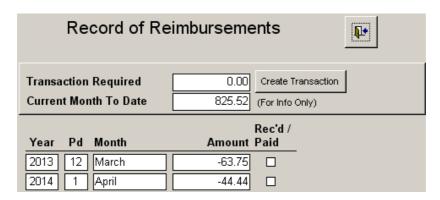
Entering Reimbursements

Please Note: The Period End Process will automatically create an entry in the reimbursements screen for the current periods' reimbursement.
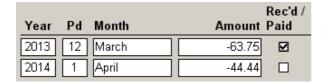
Within the 'Process' tab, click '**Bank Reconciliation**', and then click '**Enter Reimbursement**'.

This screen all outstanding reimbursements for the school, in 'Year' and period ('Pd') order. The '**Current Month to Date**' figure listed is for information purposes only, to be used when deciding whether a cheque is needed for negative reimbursements. This figure is the cumulative total of all income and expenditure entered into Star Accounts during the current period.

Place a tick in '**Rec'd / Paid**' field when the reimbursement appears on a bank statement.

Please Note: If there are negative reimbursements to be included within the reimbursement amount received more than one periods' reimbursement may need to be selected to achieve the amount received.

The '**Transaction Required**' amount shown on this screen will update when each reimbursement is marked as received. Once this amount matches the amount received on the bank statement click '**Create Transaction**'. This will create the reimbursement transaction and close the 'Reimbursement' screen.

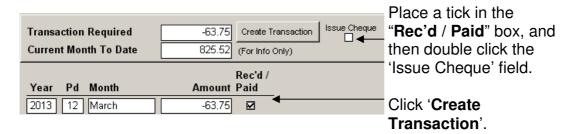All reimbursements will have the cheque number '**Reimb**' and Supplier Name '**Norfolk County Council**'.

Reconcile this transaction as normal.

Creating a Cheque for Negative Reimbursements

If income collected exceeds expenditure during any period the amount to be reimbursed will be a negative figure. To clear this negative figure you may be required send a cheque after completing the Period End process.

Please Note: Cheques for negative reimbursements are only required if the cumulative total exceeds 10% of the schools Imprest Level or £5,000. However, if your school / Children's Centre regularly has negative reimbursements a cheque should be raised each month.

Place a tick in the "**Rec'd / Paid**" box, and then double click the 'Issue Cheque' field.

Click '**Create Transaction**'.

If you have the Cheque Printing option activated within Star Accounts you will then need to process the payment via the Cheque Run screen (see Section 10).

If you do not have the Cheque Printing option activated within Star Accounts you will be prompted to enter a cheque number and cheque date.

The cheque raised should be sent made payable to '**Norfolk County Council**', and posted for the attention of **James Stanford, Room 064 County Hall** with a copy of the reconciliation statement for the current month.
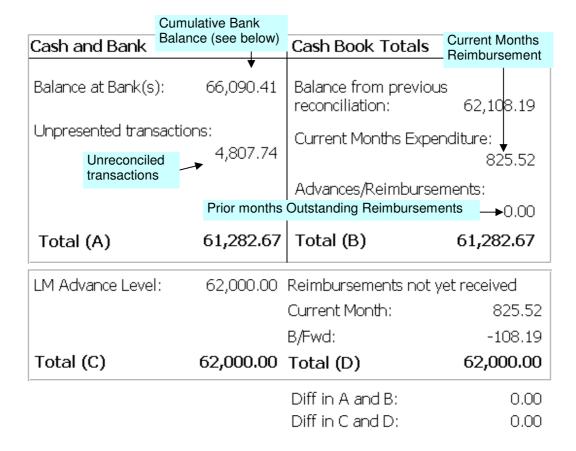
Reconcile this transaction as normal when it appears on your bank statement.

Please refer to the Frequently Asked Question "How do I deal with negative reimbursements?" for further guidance.

The Reconciliation Statement

From the Main Menu select the **'Process'** tab then click **'Reconciliation Statement'.**

The balances shown below on the Reconciliation Statement are automatically generated as you reconcile your accounts. Check that the 'Balance at Bank' figure agrees with your actual Bank Statement. If it does not agree you must return to the Bank Reconciliation process to correct.
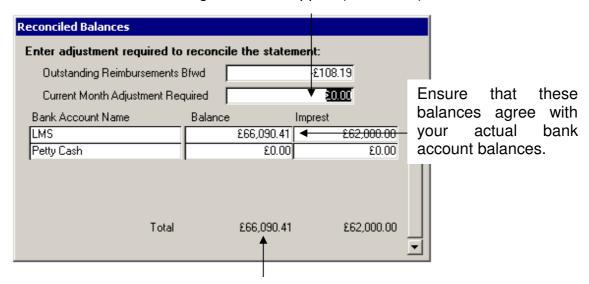
Cash and Bank		Cash Book Totals	
Balance at Bank(s):	66,090.41	Balance from previous reconciliation:	62,108.19
Unpresented transactions:		Current Months Expenditure:	
	4,807.74		825.52
		Advances/Reimbursements:	
			0.00
Total (A)	61,282.67	Total (B)	61,282.67

Cumulative Bank Balance (see below)

Current Months Reimbursement

Unreconciled transactions

Prior months Outstanding Reimbursements

LM Advance Level:	62,000.00	Reimbursements not yet received	
		Current Month:	825.52
		B/Fwd:	-108.19
Total (C)	62,000.00	Total (D)	62,000.00

Diff in A and B:	0.00
Diff in C and D:	0.00

Total (A) and Total (B) must be equal

Total (C) and Total (D) must be equal

Please Note: Type A schools will only see sections A and B on this statement.

Reconciled Balances

Do not use the adjustment field unless you are instructed to do so by Finance Support / Accounting Software Support (see below).

Reconciled Balances

Enter adjustment required to reconcile the statement:

Outstanding Reimbursements Bfwd	£108.19
Current Month Adjustment Required	£0.00

Bank Account Name	Balance	Imprest
LMS	£66,090.41	£62,000.00
Petty Cash	£0.00	£0.00
Total	£66,090.41	£62,000.00

Ensure that these balances agree with your actual bank account balances.

This should be the Balance at Bank(s) figure from the reconciliation statement, which is a cumulative total of all bank accounts held in Star Accounts.

Once you are satisfied that the bank reconciliation is correct exit this screen and process the period end (see Section 15).
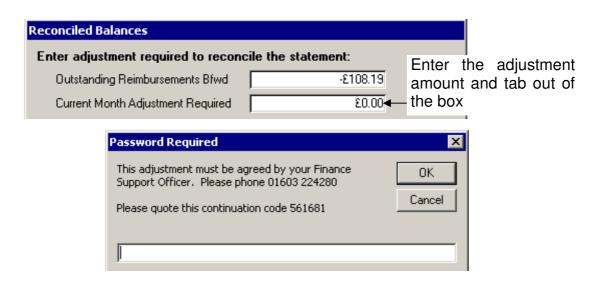
Entering Adjustments to the Reconciliation Statement

If, for any reason, **C and D** within the reconciliation do not balance you will be required to enter an adjustment in order to roll forward.
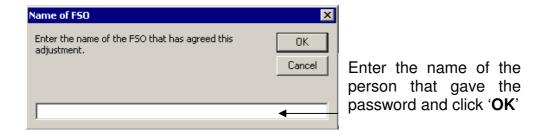
Diff in A and B: 0.00
Diff in C and D: -0.01

Please Note: If A and B do not balance you will need to contact Accounting Software Support for assistance.

The adjustment will be entered in the Bank Reconciliation screen by typing the adjustment required into the adjustment box (this will be a reverse entry to the difference in C and D):

Enter the adjustment amount and tab out of the box

Call the telephone number given or your Finance Support Officer directly, and quote the continuation code shown. Enter the password given and click '**OK**'. If the incorrect password is entered the adjustment field will revert back to £0.00 and the procedure will need to be restarted.

Enter the name of the person that gave the password and click '**OK**'

Click '**OK**' to the above message. The adjustment **MUST** be notified to Accounting Software Support for any action to be taken with it.

Once this process has completed a transaction for the adjustment amount will be entered into the reimbursement table to be reconciled once it appears on a bank statement. The adjustment will be added to / subtracted from any subsequent reimbursement files received at County Hall.

Import the Download – Process Tab
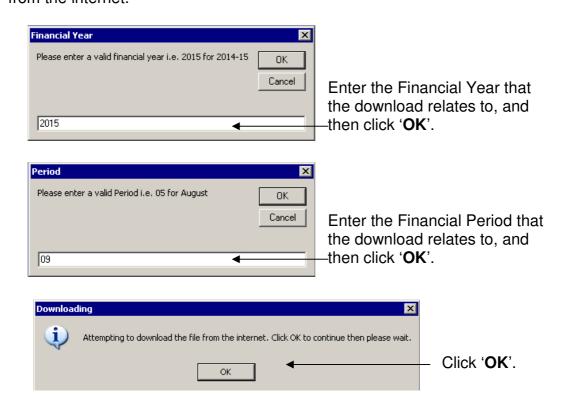
It is the schools responsibility to ensure that a download is processed within the month to which it applies to enable up-to-date monitoring and reporting to take place. Star Accounts will allow the period end to be processed without completing the download. You are also able to process more than one download in any given month, provided it has not been previously imported.
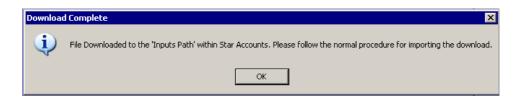
Receiving the Monthly Download

The monthly download file is released via AnyComms Plus on a monthly basis in line with the '**Schedule of Dates for Monthly Downloads**'. Please download the file, either directly from the AnyComms Plus website or via the AnyComms Plus client. Please refer to the Frequently Asked Question "**How do I use AnyComms Plus for Finance Files?**" for further instructions on downloading the monthly loadfile.

Collect Download

If you experience any issues receiving the loadfile via AnyComms Plus, or are required to import the loadfile into multiple datafiles (Main, Cluster etc), the download can also be received by clicking the '**Collect Download**' button to download it from the internet.

Enter the Financial Year that the download relates to, and then click '**OK**'.

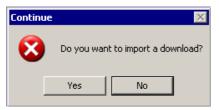Enter the Financial Period that the download relates to, and then click '**OK**'.

Click '**OK**'.

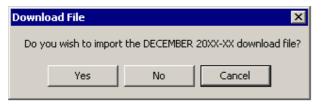Click '**OK**'. The requested loadfile will then be ready to import into Star Accounts as per the instructions below.

Processing the Download

Once the download file has been saved to your Inputs Path location (see Section 2), click the '**Download**' button, within the '**Process**' tab of the Main Menu.

Click '**Yes**' to continue, '**No**' to cancel.

Click '**Yes**' to continue, '**No**' to continue looking for further loadfiles, or 'Cancel' to stop the import process.
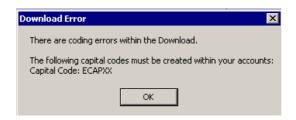

If '**No**' is clicked the option to delete the stated file from the folder will be given. Click '**Yes**' or '**No**' as required. This procedure will be carried out for each download file found within the Inputs Path.

If '**Yes**' is clicked the download will be imported into Star Accounts. If the import is successful a download report will automatically print, showing all transactions contained within the download. This report will contain staff names against payroll transactions if the staff details exist within Star Accounts (see Section 5).
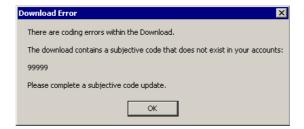
When the Download is complete the download file will be deleted automatically from the Inputs Path to ensure that it is not imported again. Therefore, if you are required to import the loadfile into another datafile the download should either be re-downloaded from the AnyComms Plus website, or collected via the method described above.

Download Errors

Whilst every effort is made to thoroughly check the download before it is sent to schools errors may still occur. The most common issue is that the download contains coding errors.

If the error relates to an invalid **Capital Code**, the code/codes shown on the error message (as above) must be created in the system following the instructions in Section 3.

If the error relates to an invalid **Subjective Code** you will need to update the subjective code list contained within the system.

Click the Star Accounts toolbar, and then select '**Help**' and '**Subjective Code Update**'

Access 2007/2010

Once any issues have been resolved you will need to re-import the download again as per the instructions above.

Reprint a Download

To reprint a previously processed download click '**Reprint Download**', within the '**Process**' tab.

A drop down list will appear showing all periods for the current year (including the current period), which a download should have been processed in.

Select the required period from the drop down list.

If the download for the selected period has been processed the download report will then open on screen. This can be printed via the Star Accounts drop down.

The following error message will appear for any period selected which a download has not been completed for:

Click '**OK**' and select a different period.

Purchasing Card Recharges

Each month purchasing card users are required to log into the BarclayCard website and code their purchasing card transactions. These transactions will be included in the next download received by the school on the subjective codes entered into the website.

These transactions will be listed against Norfolk County Council with a description containing "Pur_Card". If required these can be recharged to a different supplier and department code. **This is an optional process**.

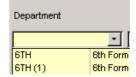From the Transactions tab click '**Purchasing Card Recharges**'.

This screen lists all purchasing card transactions that have not previously been recharged.

Supplier – Select the supplier that the original transaction relates to from the drop down list.

Double click the Supplier drop down list to search for / create a new supplier.

Department – Select a department code for the transaction (if required) from the drop down list. If a default department exists against the supplier selected this will automatically entered.

Double click the Department Code drop down list to search for a Department Code.

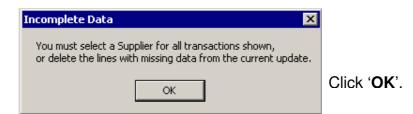**Total** – This is the amount downloaded, which cannot be overwritten.

Subjective – For information purposes only the subjective code that the transaction was downloaded against is shown. This cannot be amended.

Sort Options – The default sort option for this screen is by Voucher Number (not shown on screen). The recharges screen can also be sorted by Details, Total or Subjective by double clicking the label at the top of the required column.
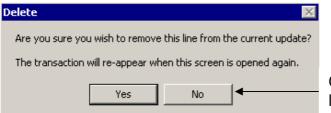
Process the Recharge

A supplier must be selected against each line shown as a minimum before the recharge process can be completed. Department codes are optional unless the current datafile is a Children's Centre or Cluster. An error message will appear when '**Process**' is clicked if any lines are missing this data:

Click '**OK**'.

Re-check all lines and ensure that the required details have been entered. If you wish to exclude a line from the current update click the delete button on the line you wish to remove.

Click '**Yes**' to delete the line, or '**No**' to cancel.

Any line removed from this screen is only removed from the current update. Once this screen is opened again the deleted transaction will re-appear.

When all details have been entered, and the recharge is ready to take place, click '**Process**'.

Click '**Exit without Saving**' to cancel the recharge process.

When the purchasing card recharge process is completed the system will produce two transactions further transactions. The original download transaction will be reversed (using supplier Norfolk County Council) and a new transaction will be created for the selected supplier (moving the transaction to the required supplier and department code).

Period 12 / 13 Recharges

To recharge the purchasing card transactions on the Period 12 and 13 downloads you must return to the prior year datafile (Options tab – '**Prior Years Accounts**'), and then select the supplier and department code required as above.
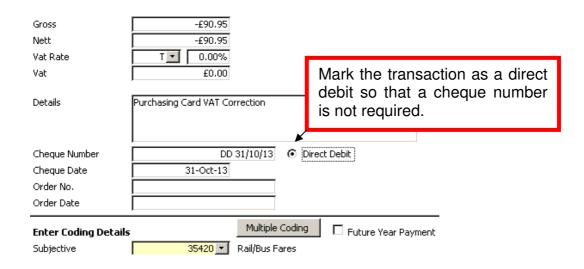
VAT Errors

The amount downloaded to the school for purchasing card transactions should be the '**Net**' amount of the transaction, as the VAT rate is applied when logged in to the BarclayCard website. If a VAT category with an associated VAT Rate of 0.00% is used the amount downloaded will be the gross amount.

Once downloaded, if it is subsequently found that the VAT rate applied should not have been 0.00% a manual adjustment within Star Accounts will be required, which will involve entering 2 transactions for each incorrect line.

For example, a transaction for £90.95 is coded to subjective code 35420 (Rail/Bus Fares) with the VAT Rate 'T' (outside the scope) within the BarclayCard website. When monitoring the download a valid VAT receipt is found stipulating that VAT Rate 'A' (Standard) should have been used, with a VAT amount of £15.15 reclaimed. As £90.95 has been downloaded the correcting transactions required would be as follows.
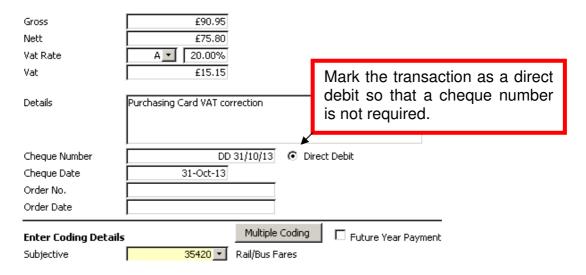
Transaction 1: A *negative* expenditure transaction for the amount downloaded should be entered with the original coding details entered in the BarclayCard website (VAT Rate and Subjective Code).

Mark the transaction as a direct debit so that a cheque number is not required.

The Invoice Number entered should be 'DL Cleared Download'.

If the purchasing card transaction has already been recharged (as above) the supplier and department code selected should also be entered against this transaction. If it has not been recharged select Norfolk County Council as the supplier.

Transaction 2: A *positive* expenditure transaction for the amount downloaded should be entered using the correct VAT Rate, along with the Subjective Code entered in the BarclayCard website.

Gross	£90.95
Nett	£75.80
Vat Rate	A ▾ 20.00%
Vat	£15.15
Details	Purchasing Card VAT correction
Cheque Number	DD 31/10/13 ⦿ Direct Debit
Cheque Date	31-Oct-13
Order No.	
Order Date	

Mark the transaction as a direct debit so that a cheque number is not required.

Enter Coding Details   Multiple Coding   ☐ Future Year Payment
Subjective   35420 ▾ Rail/Bus Fares

The Invoice Number entered should be 'DL Cleared Download'.

If the purchasing card transaction has already been recharged (as above) the supplier and department code selected should also be entered against this transaction. If it has not been recharged select Norfolk County Council as the supplier.

These two transactions will net to £0.00 within the bank reconciliation and should be reconciled with the next bank statement received.

503623	Alarm Company	£825.52
DD 31/10/13	Greater Anglia	£0.00
I116	Parents	-£35.20

If the original purchasing card transaction had been recharged there will be 5 transactions within the system – the original downloaded item, its reversal and recharged transaction plus the two manually entered transactions:

Customer/Supplier	Period	Rec	Nett	Vat	Gross
Norfolk County Council	2	999999	£90.95	£0.00	£90.95
Norfolk County Council	2	999999	-£90.95	£0.00	-£90.95
Greater Anglia	2	999999	£90.95	£0.00	£90.95
Greater Anglia	2		-£90.95	£0.00	-£90.95
Greater Anglia	2		£75.80	£15.15	£90.95
Grand Total			**£75.80**	**£15.15**	**£90.95**

The net effect of these transactions should match the valid VAT receipt for the purchase.

If the original purchasing card transaction had not been recharged there will be 3 transactions within the system – the original downloaded item plus the two manually entered transactions.
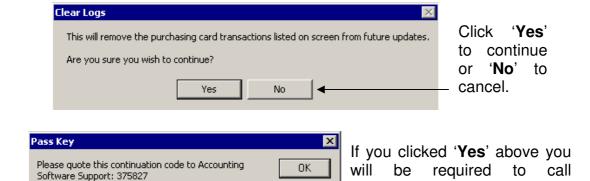
Clear Purchasing Card Logs

Each time the purchasing card recharge screen is opened all transactions that have not been recharged via this screen will be shown. Therefore, any outstanding transactions will continue to be shown in this screen. For example, if manual transactions have been entered to correct a VAT error (see above) and the original transaction has not been recharged the original transaction will continue to be shown each time this screen is opened.

These transactions can be removed from future updates by clicking the '**Clear Logs**' button.

Before clicking 'Clear Logs' you should ensure that the screen only contains those transactions that were not recharged via this screen. Delete any transactions that you will recharge via this screen.

Click '**Yes**' to continue or '**No**' to cancel.

If you clicked '**Yes**' above you will be required to call Accounting Software Support for the password required to complete the procedure.

Purchasing Card Recharges Reporting

Within the Transaction Report the ability to view only purchasing card transactions and recharges is included by clicking the '**PCard Recharges**' option.

This will filter the transaction report to those transactions that were downloaded with "Pur_Card" in the description, or have been recharged via the above screen (i.e. the Invoice Number = "DL Cleared Download").
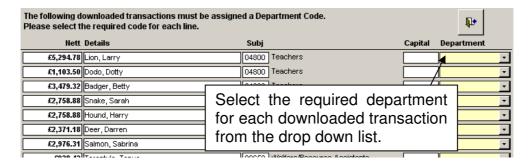
Download Transactions – Assign Departments (Children's Centres and Clusters Only)

All Children's Centres and Clusters expenditure and income must be coded to a department code within Star Accounts, including downloaded transactions.

To negate the need to manually enter a journal for each downloaded transaction departments can be added to downloaded transactions via the '**Download: Assign Department Codes**' screen.

From the '**Transactions**' tab click the '**Assign Depts to Download**' button.
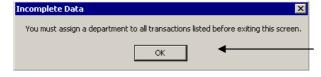

Please Note: This screen will only show the downloaded items for the current financial period (excluding Purchasing Card Transactions – see above). If you complete a download out of sequence (i.e. not in the period to which it relates) a manual journal will need to be created to move the transactions to a department code.

If an individual transaction requires coding to different department codes you will need to choose one of the departments within this screen and then enter a manual journal to move the required amount to another department.

All of the transactions listed within this screen must be assigned a department before it can be closed:

Click '**OK**'. The screen will then refresh to show only those without a department code.

TIP: The majority of the downloaded transactions will relate to staffing costs. If a department code is entered against a staff members record (see Section 5) the department will automatically be assigned to the downloaded transaction as part of the import process.

Processing the Period End – **Process Tab**

The period end process should only be completed once you have imported the download, reconciled your bank/petty cash accounts and resolved any Month End Issues (see below).

 Within the Process tab, click '**Period End**'.

Please Note: The roll forward **must** only be completed with **ONE** user logged in. If more than one user is logged in the following error message will appear after '**Period End**' is clicked, and the roll forward process will be cancelled (**NON-SQL users only)**. **SQL Users** will need to manually check only one user is logged in before completing the roll forward.

If only one user is logged into Star Accounts the system will perform the following data validation before allowing the roll forward process to take place:

- Month End Issues / Missing Downloads
- Blank Subjective Codes / Capital Codes
- Budget Balances to Zero
- Reconciliation Statement Balances

Click '**Yes**' to continue, or '**No**' to cancel.

Month End Issues

There are several common issues that are identifiable within Star Accounts that user should be resolving as and when they occur. During the roll forward process a report will be printed showing these issues, allowing the process to be cancelled and the issues resolved. This report can also be printed at any time by clicking the '**Month End Issues**' button.

The issues that could currently be shown on this report are:

- Cheques that are over 6 months old
- Missing Downloads
- Un-receipted NCC Internal Journals
- Unreconciled / Negative Reimbursements
- Invalid Subjective Code
- No budget has been entered
- Orders (commitments) over 90 days old
- Debtors (commitments) over 9 weeks old
- Subsidies claimed but not receipted within 90 days
- Unreconciled Petty Cash Transactions

If any of these issues are shown the report will contain guidance on resolving the issues stated.

Missing Downloads

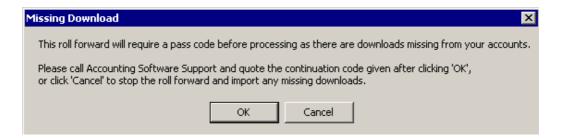If any downloads are missing from the accounts these will be listed when the '**Period End**' button is clicked.

Please Note: The period end will continue to process even if downloads are missing.

Click '**Yes**' to continue and print the monthly reports. Click '**No**' to cancel the Period End to import the missing downloads or have clicked period end in error. Please contact your **Finance Support Officer** if you require any assistance.

Children's Centres / Clusters Only: As Children's Centres and Clusters are required to code all transactions to a department code (including downloaded transactions) the roll forward process cannot be completed with a download missing unless a continuation code is obtained from Accounting Software Support.
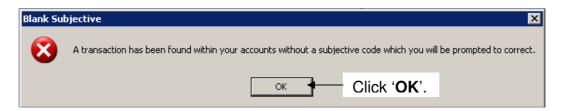
This is because when a download is imported, Star Accounts allows users to assign downloaded items to a department code for the current month only (see Section 14, Page 10). Therefore, if you roll forward without completing the current months download this process will not be available.
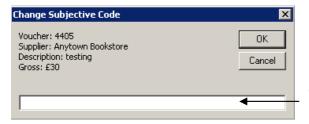
Click '**Cancel**' to stop the roll forward process and complete the necessary steps to import any missing downloads. Click '**OK**' to continue. If '**OK**' is clicked a continuation code will be shown on screen and a password will be required from Accounting Software Support.

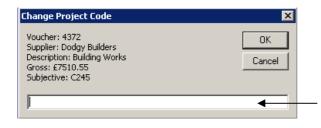**Blank Subjective Codes / Capital Codes**

Star Accounts will not allow users to roll forward without correcting any issues with blank subjective codes or blank capital codes. If transactions missing this information are found an error message will appear once '**Period End**' is clicked:

A further message will then appear detailing which transaction contains the error:
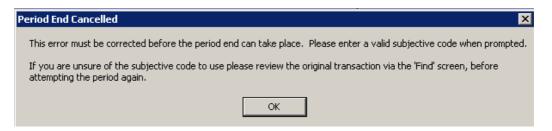

Enter the required subjective code here, and then click '**OK**'. If you are unsure of the code to use click '**Cancel**' and view the original transaction to decide on the most appropriate code.

Enter the required capital project code here, and then click '**OK**'. If you are unsure of the code to use click '**Cancel**' and view the original transaction to decide on the most appropriate code.

This procedure will be repeated for all transactions found with blank subjective or capital project codes. If '**Cancel**' is clicked to any of the above messages the following error message will appear:
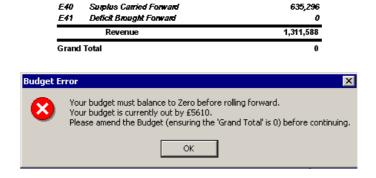

Click '**OK**'. The period end process will be cancelled at this point.

Once any coding issues have been resolved, click '**Period End**' again.

Please Note: You cannot roll forward until all coding issues have been resolved!

Budget Balances to Zero

The budget held within Star Accounts **must** balance to zero before the system will allow a period end roll forward to take place (i.e. the '**Grand Total**' shown on the BCR should be 0).

Click '**OK**'. At this point the roll forward process will be cancelled and the budget must be amended. If you require any assistance with ensuring your budget balances to zero please contact your **Finance Support Officer** for guidance.

Once the budget has been balanced, click '**Period End**' again.

Reconciliation Statement Balances

If the figures on the Reconciliation Statement do not balance an error message will appear and the Period End process will stop to allow you to correct the errors.

Totals A and B and Totals C and D should balance to £0.00:

Diff in A and B:	0.00
Diff in C and D:	-0.01

Please refer to section 13 for details on how to rectify any issues. Click '**Period End'** again once the error has been resolved.

Children's Centres / Clusters Only

All income/expenditure for Children's Centres and Clusters must be coded to a Department Code. If the system finds any transactions within the accounts that are not coded to a department the roll forward process will be cancelled.
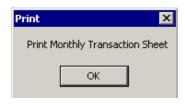
> **Error**
>
> There are transactions within your accounts that have not been assigned to a department code.
> You will not be able to roll forward until these transactions have been corrected by journal to include a department code.
>
> The amount not coded to a Department Code is: £34.08.
>
> If you require any further guidance please contact the Early Years Team.
>
> [OK]

Post Data Validation Process

Once all of the issues listed above have been rectified (if required) the period end will process as normal.

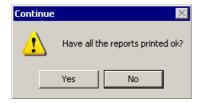The following reports will automatically be printed at Period End:
1. Period End Reconciliation Statement
2. Month End Issues (if applicable)
3. Monthly Paperwork Issues
4. Summary and Detailed BCR
5. Capital BCR
6. Detailed Departmental BCR
7. Catering BCR (if applicable)
8. Unreconciled Transactions sheet
9. Monthly Transactions sheet (see below)
10. Monthly Monitoring Report (see below)
11. Staff Monitoring Report (if selected – see Section 2, Page 11)
12. Confirmation Sheet

Click '**OK**' to print the monthly transaction sheet if this message appears.

High Schools Only: Due to the high volume of transactions entered by high schools this report will **not** automatically print during period end. If required it can be printed separately via the Transaction Reporting screen (see Section 17).
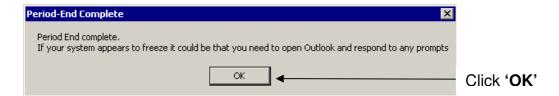
Please Note: If you have selected the option to export the monthly monitoring report to excel as part of the month end procedures (see Section 2) you will be required to browse a location to save the exported report to as part of the period end printing (see Section 17 for further details).

Ensure the reports have printed correctly before clicking 'Yes' as you cannot reprint the period end reports again once the process is complete!

If the reports have not printed correctly click '**No**', check the printer and repeat the process.

If the Period End is successful the process will complete.

Click '**OK**'

Upload Files

During the period end process 2 files will created by the system that are required at County Hall. These files are:
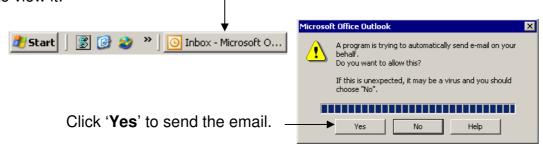
Your Location-MonthYear.xls (e.g. 9999-June2016.txt).
Your Location-Paperwork-Month-Year.xls (e.g. 9999-Paperwork-03-2016.txt).

During the roll forward process Star Accounts will attempt to send these files to County Hall via **email**. It will also place copies of these files into your 'Outputs Path' location (see Section 2) to be transferred via **AnyComms Plus**.

Please Note: From Version **5.84** (April 2015) the two upload files will be created as Text files (.txt), they were previously created as Excel files.

Via Email: Once '**OK**' has been clicked on the "**Period End Complete**" message as above the system will also attempt to send the two upload files as email attachments to efs.ca@norfolk.gov.uk.

If the system appears to freeze at this point it may be that an email prompt is hidden behind the Star Accounts Main Menu. If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:
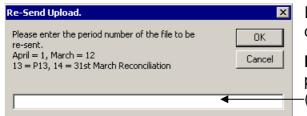

Click '**Yes**' to send the email.

If you click '**No**' to this message the month end process will continue unaffected.

Via AnyComms Plus: After attempting to send the files via email you will need to either login to the AnyComms Plus website or client to transfer the files.   Please refer to the Frequently Asked Question "**How do I use AnyComms Plus for Finance Files?**" for detailed instructions of this process.

Re-Sending Prior Uploads

If either of the two upload files stated above are not received at County Hall for any reason you will receive an email requesting that the files be sent again. To do this select the '**Options**' tab and click '**Re-send Prior Upload**'.

Enter the period number required and click '**OK**'.

Note: This number is the financial period not the calendar month number (i.e. April = 1 not 4)

Enter **14** to re-send the 31st March Bank Reconciliation statement if required.

If the files for the requested period cannot be found the following error message will appear:

If you have selected a prior period that has been rolled forward you will need to contact your Finance Support Officer for assistance. If you entered a future periods' number please start the process again selecting the correct period.

If the files for the requested period are located the following message will appear:

Click '**OK**' to this message.

Please Note: This process will only copy the requested files to your Output Path location only – it will not attempt to email the files, therefore, you must ensure the files are transferred via AnyComms Plus as soon as possible. Please refer to the Frequently Asked Question "**How do I use AnyComms Plus for Finance Files?**" for detailed instructions of this process.

Processing the Year End

Review Purchase Orders

When completing the year end process a thorough review of all outstanding orders should be undertaken. This should be completed prior to generating year end **creditors**.

From the Orders Summary screen click the '**Aged Creditor Report**' button.

548	Order Dated:	12-Oct-09	£69.92
550	Order Dated:	12-Oct-09	£146.04
Supplier	**ESPO**		**£1,166.22**
464	Order Dated:	17-Jun-09	£31,084.17
Supplier	**Experia**		**£31,084.17**
324	Order Dated:	28-Jan-09	£118.85
Supplier	**Hope Education Ltd**		**£118.85**

This report details all order commitments held within Star Accounts that are over 90 days old. Checks should be made to determine if:

a) The order is no longer required and should be cancelled, or
b) The order has been paid via a transaction, or
c) A credit line has been entered that nets the order to zero but the commitment hasn't been cleared, e.g.

555	Credit	-£25.00
555	Test Order Line	£25.00
Supplier	**Knights Ltd**	**£0.00**

If the "Order Total" nets to zero the commitment for each order line will continue to roll forward into subsequent financial years, when the year end is processed. If an order appears in the Outstanding List with an amount of zero the commitment should be cleared.

If any of the above situations has arisen the commitments held for those orders should be cleared. This is completed via the Order Receipt screen (see Section 7 for details).

A review of orders less than 90 days old, which will not appear on this report, should also be undertaken. Any orders that are no longer required should have the commitment removed (as above) before processing the year end. The '**Outstanding Orders Report**' may prove useful when undertaking this review.

Generating Year End Creditors

Please Note: This process can only be completed once your accounts are in Period 12.
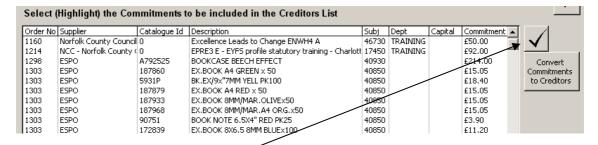
You must enter Creditors/ Debtors for any goods/services that will be received prior to the 31 March but won't be paid by that date. Further guidance regarding what transactions to enter as Creditors/Debtors is detailed in the Year-End User Guide Appendix.

Creditors can be generated automatically within Star Accounts as follows:

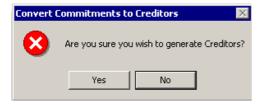Generate Yearend Creditors   From the Order Menu click '**Generate Yearend Creditors**'.

This will generate a list of all outstanding order commitments currently held within Star Accounts. Highlight any transactions to be included in the Creditors list by clicking it.

Select (Highlight) the Commitments to be included in the Creditors List

Order No	Supplier	Catalogue Id	Description	Subj	Dept	Capital	Commitment
1160	Norfolk County Council	0	Excellence Leads to Change ENWH4 A	46730	TRAINING		£50.00
1214	NCC - Norfolk County C	0	EPRE3 E - EYFS profile statutory training - Charlott	17450	TRAINING		£92.00
1298	ESPO	A792525	BOOKCASE BEECH EFFECT	40930			£214.00
1303	ESPO	187860	EX.BOOK A4 GREEN x 50	40850			£15.05
1303	ESPO	5931P	BK.EX/9x"7MM YELL PK100	40850			£18.40
1303	ESPO	187879	EX.BOOK A4 RED x 50	40850			£15.05
1303	ESPO	187933	EX.BOOK 8MM/MAR.OLIVEx50	40850			£15.05
1303	ESPO	187968	EX.BOOK 8MM/MAR.A4 ORG.x50	40850			£15.05
1303	ESPO	90751	BOOK NOTE 6.5X4" RED PK25	40850			£3.90
1303	ESPO	172839	EX.BOOK 8X6.5 8MM BLUEx100	40850			£11.20

Convert Commitments to Creditors

Click here to highlight all outstanding commitments within the list.

Convert Commitments to Creditors   Click '**Convert Commitments to Creditors**' once you are satisfied that all relevant transactions have been highlighted.

Convert Commitments to Creditors ☒

❌ Are you sure you wish to generate Creditors?

[Yes]   [No]

Click '**Yes**' to generate the creditors, or '**No**' to cancel the process.

Please Note: This process can only be performed once for each item and can only be reversed by entering a correcting transaction via the Transactions menu.
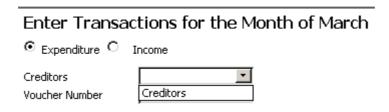
Entering Manual Creditors

When Star Accounts is in Period 12 (March) users will be required to specify the type of transaction to be processed. **This option will only appear in Period 12.**

Select Expenditure (Creditors) or Income (Debtors) then select Creditors or Debtors from the drop down list.

Enter Transactions for the Month of March

○ Expenditure ○ Income

Creditors
Voucher Number | Creditors |

Enter the rest of the details as per the instructions for normal transactions (Section 8). The amounts must be entered **net (excluding VAT**). Remember to enter the Creditor as a positive as it is expenditure.

Review Outstanding Invoices

When completing the year end process a thorough review of all outstanding invoices/lettings should be undertaken. This should be completed prior to generating year end **debtors**.

From the Debtors Menu click the '**Aged Debtor**' button.

							Amounts Outstanding		
Inv No	Invoice Date	Activity Date	Invoice Total	Paid to Date	Current	>3 Wks	>6 Wks	>9 Wks	Total
305	22-May-13		£36.46	£0.00	£0.00	£0.00	£0.00	£36.46	£36.46
Adult Education					**£0.00**	**£0.00**	**£0.00**	**£36.46**	**£36.46**
308	07-Nov-13	23-Jun-14	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00	£250.00
Helen Massy					**£250.00**	**£0.00**	**£0.00**	**£0.00**	**£250.00**

This report details all invoice/lettings commitments held within Star Accounts according to how old the invoice is (detailed view above).

Please Note: The age of the commitment is determined by the invoice date, therefore, if an invoice is entered in Period 1 with a full year's commitments this will always show as older than 90 days once Period 4 has passed.

Checks should be made to determine if:

a) The invoice is no longer required and should be cancelled, or
b) The income relating to the invoice has been paid via an income transaction, or
c) A credit line has been entered that nets the invoice to zero but the commitment hasn't been cleared.
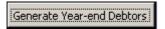d) The invoice must be written off as a bad debt.

If any of the above situations has arisen the commitments held for those invoices should be cleared. This is completed using the options to '**Clear Outstanding Balance**' or '**Write-off Bad Debts**' (see Section 18).

Generating Year End Debtors

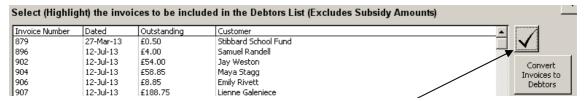**Please Note: This process can only be completed once your accounts are in Period 12.**

You must enter Creditors/ Debtors for any goods/services that will be received prior to the 31 March but won't be paid by that date. Further guidance regarding what transactions to enter as Creditors/Debtors is detailed in the Year-End User Guide Appendix.

Debtors can be generated automatically within Star Accounts as follows:

Generate Year-end Debtors   From the Debtors tab click '**Generate Year-end Debtors**'.

This will generate a list of all outstanding lettings/invoice commitments held within Star Accounts. Highlight all the lines to be included in the Debtors list.

Select (Highlight) the invoices to be included in the Debtors List (Excludes Subsidy Amounts)

Invoice Number	Dated	Outstanding	Customer
879	27-Mar-13	£0.50	Stibbard School Fund
896	12-Jul-13	£4.00	Samuel Randell
902	12-Jul-13	£54.00	Jay Weston
904	12-Jul-13	£58.85	Maya Stagg
906	12-Jul-13	£8.85	Emily Rivett
907	12-Jul-13	£188.75	Lienne Galeniece

Convert Invoices to Debtors

Click here to highlight all outstanding commitments within the list

Please Note: This list does not include outstanding subsidy claims as these should be included on your final download.

Convert Invoices to Debtors   Click '**Convert Invoices to Debtors**' once you are satisfied that all relevant transactions have been highlighted.

Convert Invoices to Debtors

Are you sure you wish to generate Debtors?

Yes   No

Click '**Yes**' to generate the debtors, or '**No**' to cancel the process.

Please Note: This process can only be performed once for each item and can only be reversed by entering a correcting transaction via the Transactions menu.

Any commitments no longer required should be removed from the accounts. Outstanding commitments will not be shown on the final BCR reports printed as part of the Year End rollover. These will automatically be rolled forward to next year.

Entering Manual Debtors

When Star Accounts is in Period 12 (March) you will be required to specify the type of transaction to be processed. **This option will only appear in Period 12.**

Select Expenditure (Creditors) or Income (Debtors) then select Creditors or Debtors from the drop down list.

Enter the rest of the details as per the instructions for normal transactions (Section 8). The amounts must be entered **net (excluding VAT)**. Remember to enter the Debtor as a minus as it is income.
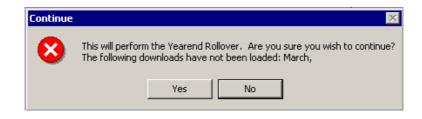
Year End Rollover

> **You MUST ensure only <u>ONE</u> user is logged into Star Accounts whilst performing the year end rollover.**

From the Process tab click the '**Year End**' button. All data validation as listed above for a period end will also take place before a year-end rollover can take place.
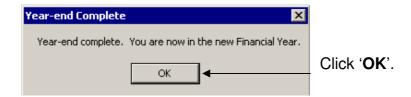
If any downloads other then March are listed as missing please click '**No**' to this message and contact your Finance Support Officer for further assistance.

If only March is listed as missing click '**Yes'** to this message as the March download is not available until April of the following financial year. The system will then print all of the usual period end paperwork and create the two upload files as per a normal period end.

Click '**OK**'.

You must wait for this following message before continuing. **This process may take several minutes to complete.**

Click '**OK**'.

Period 12 and 13 Downloads

The Period 12 and 13 downloads will be made available during Period 1 of the new financial year. The process for importing the Period 12 and 13 downloads is the same as the normal download process.

Please Note: You do not need to switch back to the prior year datafile to import either the Period 12 or 13 downloads.

Collect the download via AVCO in the normal manner and then click the '**Download**' button within the Process tab.

The system will automatically load the Period 12 and 13 download into the correct year. Click '**OK**'.

After importing the download the following reports will print:
1. Download Report
2. Budget Control Report (BCR)
3. Capital BCR
4. Departmental BCR

Star Accounts will then return to the current financial year. Click '**OK**'.
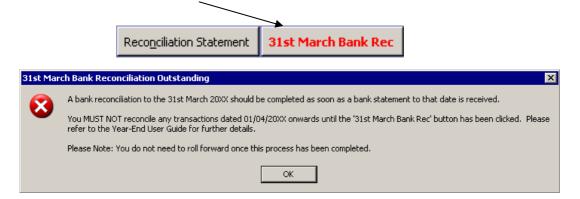
Click '**OK**'.

Period 13 Only: After importing the Period 13 download Star Accounts will print a set of Final BCR's and create a Period 13 electronic paperwork file. The electronic paperwork file **must** be forwarded to Schools Finance by the date specified in the Year End User Guide.

31st March Bank Reconciliation

It is an audit requirement that bank reconciliations to the 31st March are completed each year. Once the year end process has been completed and your accounts are in Period 1 (April) of the new financial year a new button will appear on the '**Options**' tab:
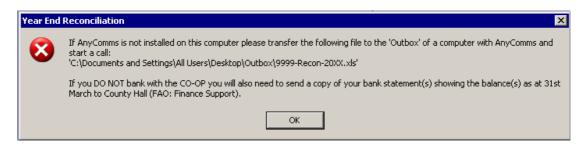

Reconciliation Statement   **31st March Bank Rec**

31st March Bank Reconciliation Outstanding

A bank reconciliation to the 31st March 20XX should be completed as soon as a bank statement to that date is received.

You MUST NOT reconcile any transactions dated 01/04/20XX onwards until the '31st March Bank Rec' button has been clicked. Please refer to the Year-End User Guide for further details.

Please Note: You do not need to roll forward once this process has been completed.

OK

Once the 31st March has been passed the above message will appear each time a user logs in to Star Accounts, or enters the bank reconciliation screen, until the reconciliation statement has been produced.

Once the 31st March bank statement has been received and the reconciliation completed click the '**31st March Bank Rec**' button.

Agreement

I agree that the reconciliation has been completed up to and using the bank statement as at 31-March-20XX

Yes   No

Click '**Yes'** to complete the reconciliation, or '**No'** to cancel the process.

Year End Reconciliation

If AnyComms is not installed on this computer please transfer the following file to the 'Outbox' of a computer with AnyComms and start a call:
'C:\Documents and Settings\All Users\Desktop\Outbox\9999-Recon-20XX.xls'

If you DO NOT bank with the CO-OP you will also need to send a copy of your bank statement(s) showing the balance(s) as at 31st March to County Hall (FAO: Finance Support).

OK
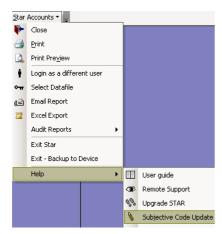
Click '**OK**'.

When completing the 31st March bank reconciliation (i.e. after clicking '**Yes**' to the agreement message above) Star Accounts will create an electronic file that **must** be sent to Schools Finance **by the date specified in the YearEnd User Guide**. The file created will be called your location-Recon-year.xls e.g. 9999-Recon-20XX.xls.

During the 31st March Bank Reconciliation process Star Accounts will attempt to send this file via email and also copy the file to the location specified within the Outputs Path of the School Details Screen. Please refer to the instructions above regarding Upload Files if there are any issues with this process.
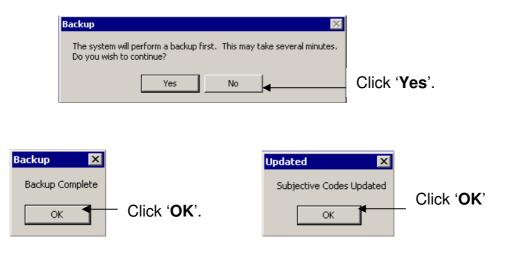
Automatic Subjective Code Update

Click the Star Accounts dropdown in the toolbar, come down to help and then click '**Subjective Code Update**'. Within Access 2007 and 2010 select '**Subjective Codes**' from the Upgrades dropdown list.
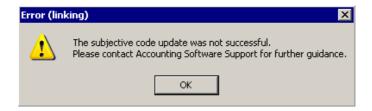
The system will then attempt to download the relevant financial years' subjective code list from the Schools Finance Website into Star Accounts.
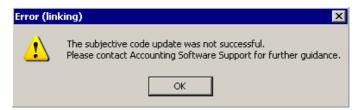
Prior to completing the subjective code update a backup of the accounts will be taken. **SQL** users will be required to confirm that the backup can be taken (as shown); **Non-SQL** Star Accounts will perform a backup without any prompting.

Click '**Yes**'.

Click '**OK**'.

Click '**OK**'

If the subjective code update is not successful for any reason the following error message will appear.   Click '**OK**' to this message and contact Accounting Software Support for assistance.
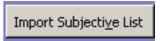
To print a copy of the subjective codes held within Star Accounts select the '**Records**' tab and click '**View Subjective Codes**'.

Manual Subjective Code Update

If, for any reason, the automatic update procedure above does not work you will need to call Accounting Software Support for a copy of the Subjective Code list to manually import. Once this file has been received it must be saved somewhere on the current computer to be browsed in (as follows).

Once the file has been saved to the computer select the '**Records**' tab, then click "**Import Subjective List**".

Browse in the file received from Accounting Software Support, and then either double click the file or highlight it and click '**Open**'.

Prior to completing the subjective code update a backup of the accounts will be taken. **SQL** users will be required to confirm that the backup can be taken (as shown); **Non-SQL** Star Accounts will perform a backup without any prompting.

Click '**Yes**'.

Click '**OK**'.

Click '**OK**'

If the subjective code update is not successful for any reason the following error message will appear. Click '**OK**' to this message and then contact the Accounting Software Support team for assistance.

To print a copy of the subjective codes held within Star Accounts select the '**Records**' tab and click '**View Subjective Codes**'.

Subjective Code Error Report

During the subjective code update process any transactions or commitments found within Star Accounts that have been coded to a subjective which has been made inactive will be automatically transferred to a new relevant subjective code.

Any transactions or commitments that cannot be transferred to a new code will be assigned to subjective code 00010 (Miscodings – must be cleared). These transactions must be journalled manually to a relevant active subjective code. An error report showing these transactions can be printed at any time via the '**Reports**' tab (click '**Error Report**').

Please ensure that these transactions are removed via journal

Voucher	Inv No	Capital	Dept	Subj	Nett	Details
5988	BACS			00010	-£1,500.00	Testing Subjective Update - Inactive Code (9250)
				Sub Total	-£1,500.00	
				Grand Total	-£1,500.00	

This report shows the original transaction coding details with the inactive code added to the "Details". Any item appearing on this report must be rectified via a journal if no correcting transaction already exists i.e. the grand total is not zero (see Section 11).
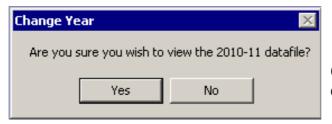
Viewing a Prior Year Datafile

To enter a prior year datafile within Star Accounts click the Options tab and then select the required year from the drop down list.

Please Note: This list will only show prior year accounts applicable to the currently viewed datafile.

Click '**Yes**' to continue or '**No**' to cancel.

A message box will appear stating which financial year you will be entering and the Main Menu screen will show "* PRIOR * March " and the financial year of the datafile. Click '**OK**' to the Financial Year message.

Click the '**Current Year Accounts**' button to return to the current year datafile.

Resubmitting the Year End Datafile

After the Period 13 download has been imported into Star Accounts a file is created containing all transactions entered during the previous financial year.

This file is automatically placed in the location stated in the '**Outputs Path**' of the Schools Details Page (See Section 2). For most schools this will be the path to the AnyComms Plus Outbox. If, for any reason, this file is not received at County Hall it can be recreated and sent via the following method.

Please Note: This should only be completed after the Period 13 download has been successfully processed.

From the Options tab, select the required financial year from the 'Prior Years' drop down list. Within the '**Reports**' tab screen a new button should have appeared called '**Year End Transaction**'.

Click the '**Year End Transaction**' button to create the required file. This process will place the file directly into the location stated in the '**Outputs Path**' within the School Details screen. This file should be forwarded as soon as possible via email or AnyComms Plus.

Backing-Up Your Accounts – **Options Tab**

Why Backup?

When using Star Accounts on a daily basis, it is essential that you create back-ups regularly to minimise the loss of data should your accounts become corrupt or unusable.

> **Failure to comply with the correct backup procedures could result in a complete loss of financial data and, if this occurs, it is the schools responsibility to re-enter the lost data. (Please refer to the Finance Procedure Manual section 13)**

Backup Retention

It is recommended that the following backups are kept:

NON-SQL
Ensure there is a regular backup of the entire 'Star' folder with at least one copy kept off-site.

SQL
Ensure the \\servername\star\Backup\Backups folder is backed up and a complete backup kept off-site (see below).

Temporary Backup Deletion:
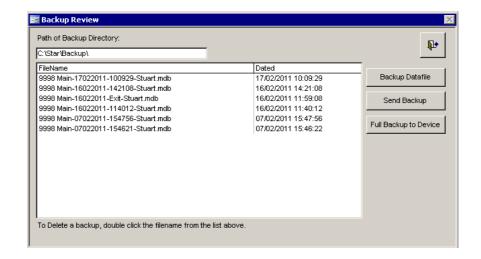
User Logout Files: When performing the Period End procedures Star Accounts will automatically delete any temporary (system generated) backups that are older than 15 days old for the datafile being rolled forward.

Period End Files: When performing the Period End procedures Star Accounts will automatically delete any temporary period end backups older than the current month plus two previous months for the datafile being rolled forward, i.e. if Period 7 is being rolled forward the system will delete any period end backups older than Period 5.

NON-SQL USERS

From the '**Options**' tab, click the '**Backup Review**' button.
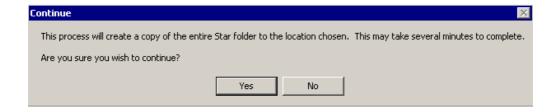
This screen shows all backups found in the backup folder which relate to the current datafile (i.e. Main, SchoolFund, ChildrensCentre etc) – both System and User generated backups. These are sorted in descending order by date and time (i.e. the most recent backup will appear at the top of the list).

One-Off Permanent Backup
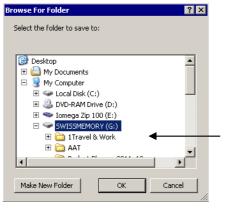
A backup of the entire Star Accounts folder can be created from within the Backup Review Screen, by clicking '**Full Backup to Device**'.

This process should be used to make permanent back-ups to removable storage devices, e.g. zip disks, memory sticks etc. This process cannot be used to create a backup on CD/DVD.
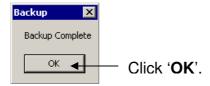
Click '**Yes**' to continue or '**No**' to cancel.

Browse the location of the removable storage device you wish to make the backup to and then click '**OK**'.

The system will then create a backup of the entire Star folder in the location stated above. This process will take several minutes – you **must wait** for the message below before continuing:

Click '**OK**'.
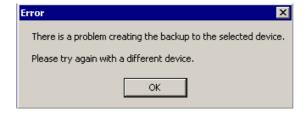
A folder called Star Accounts Backup and the date the backup was made should have been created on the removable storage device.

📁 Star Accounts Backup 17-02-2011

It is advised to retain at least one copy of the complete backup off-site on a monthly basis once a period end has been completed.

If the full backup cannot be made within the specified location the following message will appear:

Click '**OK**'.

The most common reasons for this issue will be that the removable storage device is full and the entire Star folder cannot be copied or the removable storage device is corrupt.

System Generated Temporary Backups

Star Accounts will generate temporary backups during normal use of the system. These backups will be saved directly to the folder specified in the '**Path to Backup Directory**':

Path of Backup Directory:

C:\Star\Backup\

Please Note: Double clicking the backup directory path here will open the backup folder.

1. User Logout – Each time a user closes Star Accounts completely a backup will be made of the datafile at that point. This will be labelled as Location Code, Datafile, Date, Exit and User Name, for example:

9998 Main-150310-Exit-Stuart.mdb

Please Note: This file will be overwritten every time the user logs out on the specified date, i.e. only one exit backup will be made per user per day.

2. Period End – At each Period End a backup is made of the datafile at the roll forward point. This will be labelled as Location Code, Datafile, Month, Month End File and User Name, for example:

9998 Main-P08 Month End File-Stuart.mdb

User Generated Temporary backups

Temporary backups can also be created within the '**Backup Review**' screen at any time by clicking the '**Backup Datafile**' button.
This will create a backup of the current datafile in the 'Path to Backup Directory' location as shown above.

Backup Datafile

The backup file created by this procedure will include the time of the backup in the filename, for example **9999 Main-160211-145202-Stuart.mdb**

Backup ✕

Backup Complete.

OK

Click '**OK**' to this message. It could take **several minutes** for this message to appear. The list of backups will then refresh and the backup that has just been made will be at the top of the list.
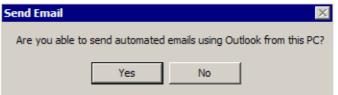
Sending Backups to County Hall

If Accounting Software Support, or Finance Support, requests a backup of your accounts these can be sent via the Backup Review screen. Within the list of backups highlight the backup you wish to send and then click the '**Send Backup**' button.
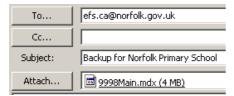
Click '**Yes**' to attempt to send the file via Microsoft Outlook, '**No**' to send the file via AVCO AnyComms or '**Cancel**' to stop the process.

Via Email: If you clicked '**Yes**' to the above message the following process will be carried out.

The email functions within Star Accounts have been designed to work with Microsoft Outlook, if this is installed and open on your computer click '**Yes**' to this message.
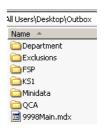
An email will then open with the selected backup attached to be sent to efs.ca@norfolk.gov.uk. Please overtype this email address if required.

Add any details as required to the email and click '**Send**'.

If you cannot send automated emails from your computer click '**No**' to the 'Send Email' message above. A copy of the selected backup will then be saved to your 'Outputs Path' location (usually the AVCO Outbox).

Click '**OK**'. The output path location (where the backup file was saved to) will then open on screen. The backup file should then be manually attached to an email for and sent to efs.ca@norfolk.gov.uk, or the email address of the person requesting the file.

Via AVCO AnyComms: If you clicked '**No**' to the Send Backup message to send the file via AVCO the following process will be carried out.

Click '**OK**'.

AVCO AnyComms will then open and a call should be started to send the file to County Hall, (if AVCO is installed on the computer being used to send the backup).

Deleting Temporary Backups

System: During the period end roll forward process Star Accounts will delete any system and user generated backups that are over 2 weeks old, and any Month End File that is over two months old.

The 'Year End File' backups and 'Final' backups will not be deleted as part of this process.

Manual: Temporary Backups can also be deleted manually via the Backup Review screen.

Double click the backup to be deleted.

Click '**Yes**' to delete the selected backup, or '**No**' to cancel the process.

Please Note: You cannot delete any files with "Month End File", "Year End File" or "Final" in the filename by double-clicking them. These files should **not** be deleted from the backup folder.
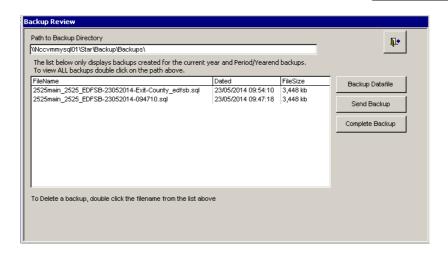

Backup Monitoring

As mentioned above each time a user logs out of Star Accounts a backup file should be created within the Backup folder with "Exit" and their User Name at the end of the file name.

The temporary backups should be reviewed at regular intervals to ensure that all users are creating backups when leaving the system. If a user is not creating backups it is likely they do not have the correct access rights to create files in the Star backup folder. All users must have **Full Read** / **Write** access to the Star folder.

SQL USERS

From the Options tab, click the '**Backup Review**' button.
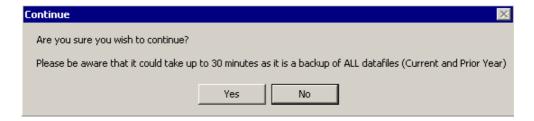
This screen shows all backups found in the backup folder that relate to the current datafile (i.e. Main, SchoolFund, ChildrensCentre etc) – both System and User generated backups. These are sorted in descending order by date and time (i.e. the most recent backup will appear at the top of the list).

If the File Size is 0kb it generally means the user that attempted to create the backup does not have full read/write permission to the STAR folder. Please refer to the section 'Backup Monitoring' at the end of this User Guide.
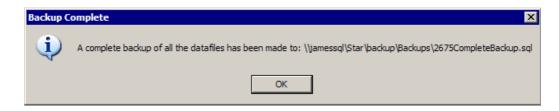
One-Off Permanent Backup

A backup of all of the schools datafiles can be created within Star Accounts, by clicking the '**Complete Backup**' button within the Backup Review screen.
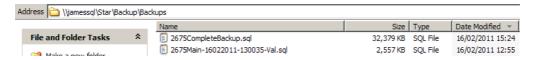
Click '**Yes**' to continue or '**No**' to cancel. As this backup will make copies of all of your schools datafiles (including prior years and SchoolFund if applicable) this process will take some time to complete.

You must wait for the following message before continuing!

Click '**OK**'. The backup created will be called the Schools Location Code and 'CompleteBackup.sql' (e.g. **9999CompleteBackup.sql**).

After Clicking '**OK**' to the above message the backup folder will open and this file should then be copied to a removable storage device.

The file size of this backup should be considerably larger than the general datafile backups. If it is not, please refer to the section 'Backup Monitoring' at the end of this User Guide.

Please Note: This file will be overwritten with the current datafiles each time this button is clicked.

It is advised to retain at least one copy of the complete backup off-site on a monthly basis once a period end has been completed.

System Generated Temporary Backups

Star Accounts will generate temporary backups during normal use of the system. These backups will be saved directly to the folder specified in the '**Path to Backup Directory**':

Please Note: Double clicking the backup directory path here will open the backup folder.

1. User Logout – Each time a user closes Star Accounts completely a backup will be made of the datafile at that point. This will be labelled as Location Code & Datafile-Date &"-Exit-"& User Name, for example:

9999Main-150310-Exit-Stuart.sql

Please Note: This file will be overwritten every time the user logs out on the specified date, i.e. only one exit backup will be made per user per day.

2. Period End – At each Period End a backup is made of the datafile at the roll forward point. This will be labelled as Location Code, Datafile, Month, Month_End_File and User Name, for example:

9998Main-P08-Month_End_File-Stuart.sql

User Generated Temporary backups

Temporary backups can also be created within the '**Backup Review**' screen at any time by clicking the '**Backup Datafile**' button.
This will create a backup of the current datafile in the 'Path to Backup Directory' location as shown above.

Backup Datafile

The backup file created by this procedure will include the time of the backup in the filename, for example **9999Main-160211-145202-Stuart.sql**

Backup
Backup Complete.
OK

Click '**OK**' to this message – it could take **several minutes** for this message to appear. The list of backups will then refresh and the backup that has just been made will be at the top of the list.
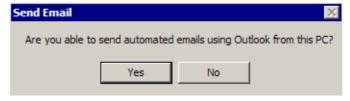
Sending Backups to County Hall

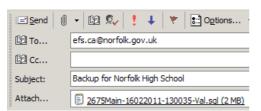Within the list of backups highlight the backup you wish to send and then click '**Send Backup**'.

Send Backup
Do you wish to send this backup via email or AVCO?
Click 'Yes' for Email or 'No' for AVCO.
Yes   No   Cancel

Click '**Yes**' to attempt to send the file via Microsoft Outlook, '**No**' to send the file via AVCO AnyComms or '**Cancel**' to stop the process.

Via Email: If you clicked '**Yes**' to the above message the following process will be carried out.

Send Email
Are you able to send automated emails using Outlook from this PC?
Yes   No

The email functions within Star Accounts have been designed to work with **Microsoft Outlook**, if this is installed and open on your computer click '**Yes**' to this message.

An email will then open with the selected backup attached to be sent to efs.ca@norfolk.gov.uk.

Add any details as required to the email and click '**Send**'.

If you cannot send automated emails from your computer click '**No**' to the above message. A copy of the selected backup will then be saved to your Output Path location (usually the AVCO Outbox).

Click '**OK**'. The output path location (where the backup file was saved to) will then open on screen. The backup file should then be manually attached to an email and sent to efs.ca@norfolk.gov.uk.

Via AVCO AnyComms: If you clicked '**No**' to the Send Backup message to send the file via AVCO the following process will be carried out.
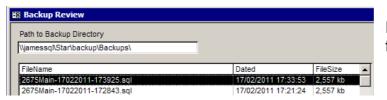

Click '**OK**'.

AVCO AnyComms will then open and a call should be started to send the file to County Hall, (if AVCO is installed on the computer being used to send the backup).

Deleting Temporary Backups

System: During the period end roll forward process Star Accounts will delete any system and user generated backups that are over 2 weeks old, and any Month End File that is over two months old.

The 'Year_End_File' backups, 'Final' backups and 'CompleteBackup' files will not be deleted as part of this process.

Manual: Temporary Backups can also be deleted manually via the Backup Review screen.

Double click the backup to be deleted.

Click '**Yes**' to delete the selected backup, or '**No**' to cancel the process.

Please Note: You cannot delete any files with "Month_End_File", "Year_End_File" or "Final" in the filename via this method. These files should **not** be deleted from the backup folder.

Backup Monitoring

As mentioned above each time a user logs out of Star accounts a backup file should be created within the Backup folder with "Exit" and their User Name at the end of the file name.

The temporary backups should be reviewed at regular intervals to ensure that all users are creating backups when leaving the system. If a user is not creating backups it is likely they do not have the correct access rights to create files in the Star backup folder. All users must have **Full Read** / **Write** access to the Star folder.

The file size of each exit backup should also be approximately the same size for each user. Any backups with a size of less than 100 kb have not been created correctly and can be deleted. If all of the backups made by a user are not being correctly created please ensure the user has **Full Read** / **Write** access to the Star folder, and is able to run Command Prompts – your ICT Technician should be able to confirm this. If the Technician is unable to solve the problem they must contact Computer Accounting.

SQL Users should also ensure that the Star folder located on the server is included in the server backups that are made. The schools ICT technician should be able to confirm this.
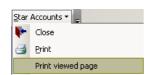
Contents

Printing Reports

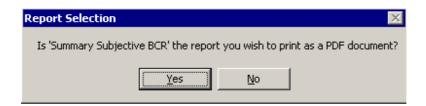For any reports showing a Printer button simply click the button to print.

To print any report where no printer button appears on screen select the Star Accounts dropdown, then click '**Print**'.

To print only the page currently being viewed on screen select the Star Accounts dropdown, then click '**Print viewed page**'.

Printing to PDF

If you wish to print a report to PDF press **Ctrl** and **P** on the keyboard. If the currently viewed report has an associated filter form (such as the BCR) or the Print Options form (as below) the following message may appear:

Report Selection

Is 'Summary Subjective BCR' the report you wish to print as a PDF document?

Yes   No

Click '**Yes**' if the stated report is the one required, or '**No**' if it is incorrect.

Browse in the location that the report is to be saved to then click '**OK**'.

After the report has been printed and saved, the folder containing the report will open on screen.

Name ▲
Summary Subjective BCR as at 19-01-2012.pdf

Please Note: The reports will be saved with the Report Name and as at today's date.

Print Options

Several reports within Star Accounts will open with a "Print Options" form:

Click "**Display on Screen**" to view the report.

Click "**Send to Printer**" to print the report.

Click "**Export to Excel**" to export the report into Microsoft Excel.

Click "**Exit**" to close the report.

Viewing Multi-Page Reports

When viewing reports in Star Accounts only one page of the report is shown on screen. To scroll through subsequent pages you can either use the **Page Up** and **Page Down** keys on your keyboard or the scroll buttons in the bottom left hand corner of the report:

1 = Go back to first page of the report
2 = Go back one page
3 = Current Page Number
4 = Go forward one page
5 = Go to the last page of the report

Please Note: **If these buttons cannot be clicked the report is only one page long. Overtyping the Current Page Number with another number will jump to the typed page number after pressing the Enter key.**

Exiting Reports

For any reports showing an Exit button simply click the button to exit the report.

To exit any report where no exit button appears on screen select the Star Accounts dropdown, then click '**Close**'.

Emailing Reports

This process will only work if Microsoft Outlook is installed on the Computer being used.
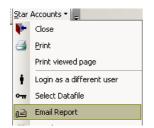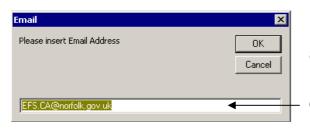

If you wish to email a report, you will need to be viewing the required report on screen. From the Star Accounts dropdown select '**Email Report**'.

You will then be prompted for an email address. The default email address for reports is the Schools Finance Team (efs.fso@norfolk.gov.uk).

Enter the required email address and click '**OK'**.

If you leave this field blank and click '**OK'** the email will still open.

An email should then appear with the requested report as an attachment. The subject line will be entered automatically and the email address will appear in the "To" field (if one was entered).

Please Note: Any report emailed from within Star Accounts will be sent in a "Rich Text Format" (rtf). This means that the reports will not email exactly as they appear on screen. Any formatting such as highlighting in bold, any lines or any pictures will not be shown on the exported file.

Alternatively: If your school has Microsoft Office Document Image Writer, or any similar programme that saves electronic copies of your printing (e.g. PDF Creator) you can simply select to print the order using this software (via the printers button on the Main Menu – see Section 1, Page 6) and then attach the file that is created to an email.

Emailing PDF Reports

If you wish to print a report to PDF and then email it press **Ctrl and K** on the keyboard. If the currently viewed report has an associated filter form (such as the BCR) or the Print Options form (as below) the following message may appear:

Click '**Yes**' if the stated report is the one required, or '**No**' if it is incorrect.

After clicking '**Yes**' Star Accounts will assess whether the computer has Microsoft Outlook as the default email account. If Microsoft Outlook is the default email provider on the computer an email will open with the PDF report attached.

Enter the required email address and any other details as required, and then click '**Send**'.

If Microsoft Outlook is not the default email provider on the computer the following message will appear:

Click '**OK**'. If Microsoft Outlook is not the default email provider for the computer the process for printing the report to PDF will be followed. After the report has been printed and saved, the folder containing the report will open on screen.

Please Note: The reports will be saved with the Report Name and as at today's date.

This report can then be manually attached to an email.

Review Commitments

From the '**Reports**' tab click the '**Review Commitments**' button. This will generate a list of all outstanding orders and lettings/invoices (if applicable) currently held within Star Accounts.
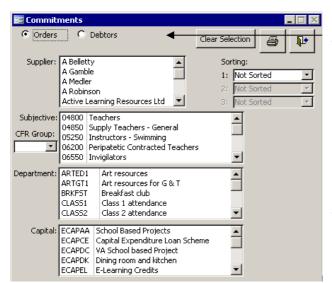
Double click any of the order lines shown to view the original order. At this point you can then add more lines to the order if you wish to by clicking '**Add a line**'. Any line of the order can be amended until it has been marked as paid or part paid.

Double click any of the debtors invoices shown to view the original invoice. **Please Note:** You will only be able to view the invoices via this screen i.e. you will not be able to make any changes to the invoice.

If you wish to search for specific commitments select one of the criteria as shown below:

Click '**Show All**' to remove the filter.

Please Note: This will filter the lists shown on screen to the requested criteria. If you wish to view a printable report click the '**Advanced Report**' button.

Select either '**Orders**' or '**Debtors**' to open the report. **No report will open until one of these options has been selected**.

Highlight the required filter criteria and click the printer icon to print the report.

Click '**Clear Selection**' to remove the filter criteria.
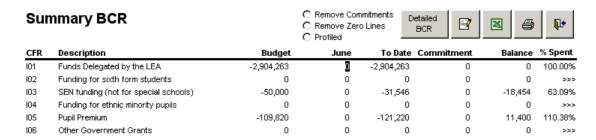
If the Debtors report is selected the option to select commitments for the Future year will be available. Place a tick in the box to review Future Year Invoices.

From Version **5.80** of Star Accounts the way in which BCRs are presented within the SQL Version has been changed from the way in which they are presented in the NON-SQL version. Unfortunately, due to the complexities of the functions required, it is not possible for the NON-SQL version to be amended in the same way.

SQL Budget Control Reports (BCRs)

Summary (CFR) BCR

From the '**Reports**' tab click the '**Summary BCR**' button. The Summary BCR can also be accessed by clicking the '**Summary BCR**' button within the Detailed BCR.

Summary BCR

Remove Commitments
Remove Zero Lines
Profiled

Detailed BCR

CFR	Description	Budget	June	To Date	Commitment	Balance	% Spent
I01	Funds Delegated by the LEA	-2,904,263	0	-2,904,263	0	0	100.00%
I02	Funding for sixth form students	0	0	0	0	0	>>>
I03	SEN funding (not for special schools)	-50,000	0	-31,546	0	-18,454	63.09%
I04	Funding for ethnic minority pupils	0	0	0	0	0	>>>
I05	Pupil Premium	-109,820	0	-121,220	0	11,400	110.38%
I06	Other Government Grants	0	0	0	0	0	>>>

The Summary BCR provides a breakdown of income and expenditure summarised at CFR (Consistent Financial Reporting) level.

From the Summary BCR the "**Current Month**" (e.g. May), "**To Date**" and "**Commitment**" figures can be further interrogated by double clicking the required figure. If that figure is 0 no further screens will open.

May	To Date	Commitment
-1,556	-388	-11,157
-3,723	-7,114	0

Current Month: Double clicking the "**Current Month**" field will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to the CFR group that the figure related to, e.g. E19, I08 etc, for the current financial period.

To Date: Double clicking the "**To Date**" field will take the user to the '**Transaction Report**' (see below) filtered for the CFR group that the figure related to, e.g. E19, I08 etc, for the entire financial year.
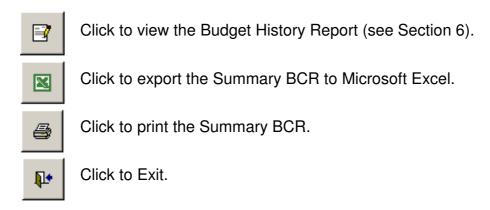
Commitment: Double clicking the "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered for any outstanding orders / invoices relating to the CFR group that the figure related to, e.g. E19, I08 etc.

○ Remove Commitments
○ Remove Zero Lines
○ Profiled

Click '**Remove Commitments**' if you wish to ignore the commitment figures in the BCR (they will be set to zero and the balance figure recalculated).
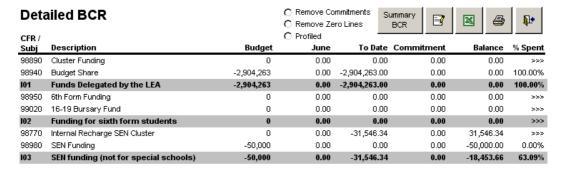
Click '**Remove Zero Lines**' if you wish to ignore CFR Lines that have not been used during the current financial year (i.e. the figure shown in the Budget, Current Month, To Date and Commitment fields are **all** Zero).

Click '**Profiled**' if you wish to view the Summary BCR according to your schools defined profiles (see Section 6). This option will not appear if the Budget Profiling feature has not been activated.

Click to view the Budget History Report (see Section 6).

Click to export the Summary BCR to Microsoft Excel.

Click to print the Summary BCR.

Click to Exit.

Detailed (Subjective) BCR

From the '**Reports**' tab click the '**Detailed BCR**' button. The Detailed BCR can also be accessed by clicking the '**Detailed BCR**' button within the Summary BCR.

Detailed BCR

○ Remove Commitments
○ Remove Zero Lines
○ Profiled

CFR / Subj	Description	Budget	June	To Date	Commitment	Balance	% Spent
98890	Cluster Funding	0	0.00	0.00	0.00	0.00	>>>
98940	Budget Share	-2,904,263	0.00	-2,904,263.00	0.00	0.00	100.00%
I01	**Funds Delegated by the LEA**	**-2,904,263**	**0.00**	**-2,904,263.00**	**0.00**	**0.00**	**100.00%**
98950	6th Form Funding	0	0.00	0.00	0.00	0.00	>>>
99020	16-19 Bursary Fund	0	0.00	0.00	0.00	0.00	>>>
I02	**Funding for sixth form students**	**0**	**0.00**	**0.00**	**0.00**	**0.00**	**>>>**
98770	Internal Recharge SEN Cluster	0	0.00	-31,546.34	0.00	31,546.34	>>>
98980	SEN Funding	-50,000	0.00	0.00	0.00	-50,000.00	0.00%
I03	**SEN funding (not for special schools)**	**-50,000**	**0.00**	**-31,546.34**	**0.00**	**-18,453.66**	**63.09%**

The Detailed BCR provides a breakdown of income and expenditure at Subjective Code and CFR level.

From the Detailed BCR the "**Budget**", "**Current Month**" (e.g. May), "**To Date**" and "**Commitment**" figures can be further interrogated by double clicking the required figure. If that figure is 0 no further screens will open.

Budget	May	To Date	Commitment
0	0.00	0.00	0.00
-1,851,291	0.00	-1,851,291.00	0.00
-1,851,291	**0.00**	**-1,851,291.00**	**0.00**

Budget: Double clicking the "**Budget**" field will take the user to the '**Budget History Report**' (see Section 6) showing the budget amendments made against the current subjective code only. Double clicking the CFR summary budget (grey fields) will not open the Budget History Report.

Current Month: Double clicking the WHITE "**Current Month**" field against a specific Subjective Code will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to that Subjective Code in the current financial period. Double clicking the GREY "**Current Month**" field against the CFR Group summary will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to that CFR Group in the current financial period.

To Date: Double clicking the WHITE "**To Date**" field against a specific Subjective Code will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to that Subjective Code in the current financial year. Double clicking the GREY "**To Date**" field against the CFR Group summary will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to that CFR Group in the current financial year.

Commitment: Double clicking the WHITE "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the Subjective Code that the figure relates to. Double clicking the GREY "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the CFR Group that the figure relates to.

○ Remove Commitments
○ Remove Zero Lines
○ Profiled

Click '**Remove Commitments**' if you wish to ignore the commitment figures in the BCR (they will be set to zero and the balance figure recalculated).

Click '**Remove Zero Lines**' if you wish to ignore Subjective Lines that have not been used during the current financial year (i.e. the figure shown in the Budget, Current Month, To Date and Commitment fields are **all** Zero).

Click '**Profiled**' if you wish to view the Summary BCR according to your schools defined profiles (see Section 6). This option will not appear if the Budget Profiling feature has not been activated.

Click to view the Budget History Report (see Section 6).

Click to export the Detailed BCR to Microsoft Excel.

Click to print the Detailed BCR.

Click to Exit.

Capital BCR

From the '**Reports**' tab click the '**Capital BCR**' button.

Capital BCR   ○ Remove Commitments

Capital / Subj	Description	Budget	December	To Date	Commitment	Balance
C8720	Grant Income to Schools	0	0.00	-12,500.00	0.00	12,500.00
C2560	Building Fabric	0	11,607.50	11,607.50	0.00	-11,607.50
C2760	Environmental Control Systems & Components	0	0.00	892.50	0.00	-892.50
ECAPEN	**Sustainability**	**0**	**11,607.50**	**0.00**	**0.00**	**0.00**
C3200	ICT - Hardware	0	0.00	0.00	2,990.00	-2,990.00
ECAPFE	**Furniture and Equipment (In Sch SRB)**	**0**	**0.00**	**0.00**	**2,990.00**	**-2,990.00**
C8720	Grant Income to Schools	0	0.00	-21,100.00	0.00	21,100.00
C2450	Construction (Building Work)	0	0.00	0.00	0.00	0.00
C5400	Capital Overspend Brought Forward	0	0.00	712.00	0.00	-712.00
ECAPFM	**Devolved Formula Capital**	**0**	**0.00**	**-20.388.00**	**0.00**	**20.388.00**

The Detailed BCR provides a breakdown of income and expenditure at Subjective Code and CFR level.

From the Capital BCR the "**Budget**", "**Current Month**" (e.g. December), "**To Date**" and "**Commitment**" figures can be further interrogated by double clicking the required figure. If that figure is 0 no further screens will open.

Budget	December	To Date	Commitment
0	0.00	-12,500.00	0.00
0	11,607.50	11,607.50	0.00
0	0.00	892.50	0.00
0	**11,607.50**	**0.00**	**0.00**

Budget: Double clicking the "**Budget**" field will take the user to the '**Budget History Report**' (see Section 6) showing the budget amendments made against the current Capital Code.
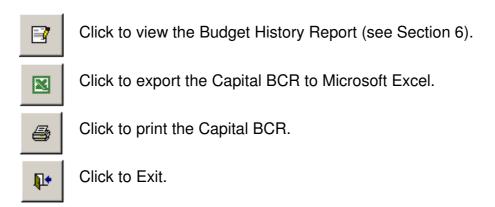
Current Month: Double clicking the WHITE "**Current Month**" field against a specific Subjective Code will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to the Subjective Code and Capital Code in the current financial period. Double clicking the GREY "**Current Month**" field against the Capital Code will take the user to the '**Transaction Report**' (see below) filtered to all transactions relating to that Capital Code in the current financial period.

To Date: Double clicking the WHITE "**To Date**" field against a specific Subjective Code will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to the Subjective Code and Capital Code in the current financial year. Double clicking the GREY "**To Date**" field against the Capital Code will take the user to the '**Transaction Report**' (see below) filtered to all transactions relating to that Capital Code in the current financial year.

Commitment: Double clicking the WHITE "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the Subjective Code that the figure relates to (please note this may also include commitments relating to other Capital Codes coded to the same subjective). Double clicking the GREY "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the Capital Code that the figure relates to.
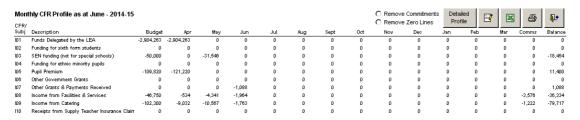
 Remove Commitments

Click '**Remove Commitments**' if you wish to ignore the commitment figures in the BCR (they will be set to zero and the balance figure recalculated).

 Click to view the Budget History Report (see Section 6).

 Click to export the Capital BCR to Microsoft Excel.

 Click to print the Capital BCR.

 Click to Exit.

Monthly Profile (CFR) BCR

From the '**Reports**' tab click the '**Monthly Profile (CFR)**' button. The Monthly CFR Profile BCR can also be accessed by clicking the '**Summary Profile**' button within the Monthly Subjective Profile BCR.

This report provides a summary of all expenditure / income entered against each CFR category for each financial period.
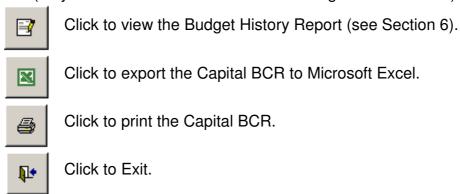
From the Monthly CFR Profile BCR each "**Financial Period**" and "**Commitment**" figure can be further interrogated by double clicking the required figure. If that figure is 0 no further screens will open.

Financial Period: Double clicking the "**Financial Period**" field, e.g. May, will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to the CFR group that the figure related to, e.g. E19, I08 etc, for that financial period.

Commitment: Double clicking the "**Comms**" field will take the user to the '**Review Commitments**' screen (see above) filtered for any outstanding orders / invoices relating to the CFR group that the figure related to, e.g. E19, I08 etc.

Click '**Remove Commitments**' if you wish to ignore the commitment figures in the BCR (they will be set to zero and the balance figure recalculated).

 Click to view the Budget History Report (see Section 6).

 Click to export the Capital BCR to Microsoft Excel.

 Click to print the Capital BCR.

 Click to Exit.

Click '**Remove Zero Lines**' if you wish to ignore CFR Lines that have not been used during the current financial year (i.e. the figure shown in the Budget, Current Month, To Date and Commitment fields are **all** Zero).

Monthly Profile (Subjective) BCR

From the '**Reports**' tab click the '**Monthly Profile (Subj)**' button. The Monthly Subjective Profile BCR can also be accessed by clicking the '**Detailed Profile**' button within the Monthly CFR Profile BCR.

Monthly Subjective Profile as at December - 2013-14

CFR/ Subj	Description	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
98890	Cluster Funding	0	0	0	0	0	0	0	0	0	0
98940	Budget Share	-4,776,636	-4,980,180	203,544	0	0	0	0	0	0	0
I01	Funds Delegated by the LEA	-4,776,636	-4,980,180	203,544	0	0	0	0	0	0	0
98950	6th Form Funding	-1,036,807	-1,036,807	0	0	0	0	0	0	0	0
99020	16-19 Bursary Fund	0	0	0	0	0	0	0	0	0	0
I02	Funding for sixth form students	-1,036,807	-1,036,807	0	0	0	0	0	0	0	0
98770	Internal Recharge SEN Cluster	0	0	0	0	0	0	0	0	-18,611	0
98980	SEN Funding	-200,000	0	-200,000	0	0	0	0	0	0	0
I03	SEN funding (not for special schools)	-200,000	0	-200,000	0	0	0	0	0	-18,611	0

This report provides a summary of all expenditure / income entered against each Subjective Code for each financial period.

From the Monthly Subjective Profile BCR the "**Budget**", each "**Financial Period**" and "**Commitment**" figure can be further interrogated by double clicking the required figure. If that figure is 0 no further screens will open.

Budget: Double clicking the "**Budget**" field will take the user to the '**Budget History Report**' (see Section 6) showing the budget amendments made against the current subjective code only. Double clicking the CFR summary budget (grey fields) will not open the Budget History Report.
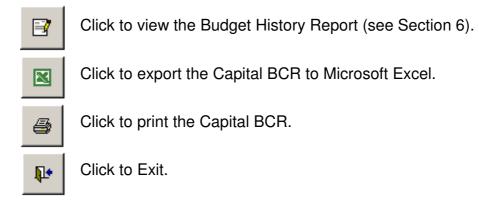
Financial Period: Double clicking a WHITE "**Financial Period**" field (e.g. May) against a specific Subjective Code will take the user to the '**Transaction Report**' (see below) filtered to the transactions relating to that Subjective Code in that financial period only. Double clicking the GREY "**Financial Period**" field against the CFR Group will take the user to the '**Transaction Report**' (see below) filtered to all transactions relating to that CFR Group in that financial period only.

Commitment: Double clicking the WHITE "**Comms**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the Subjective Code that the figure relates to. Double clicking the GREY "**Commitment**" field will take the user to the '**Review Commitments**' screen (see above) filtered to any outstanding orders / invoices relating to the CFR Group that the figure relates to.
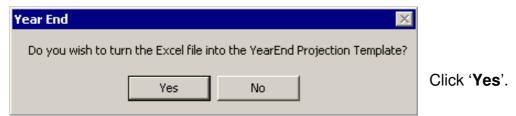
○ Remove Commitments
○ Remove Zero Lines

Click '**Remove Commitments**' if you wish to ignore the commitment figures in the BCR (they will be set to zero and the balance figure recalculated).

Click '**Remove Zero Lines**' if you wish to ignore Subjective Lines that have not been used during the current financial year (i.e. the figure shown in the Budget, Current Month, To Date and Commitment fields are **all** Zero).
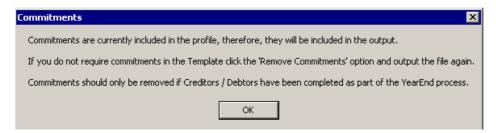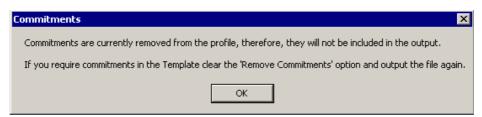
Click to view the Budget History Report (see Section 6).

Click to export the Capital BCR to Microsoft Excel.

Click to print the Capital BCR.

Click to Exit.

Year End Projection

When exporting the '**Monthly Profile (Subj)**' into Excel during Periods 10, 11 or 12 the option to turn the output file into a year end projection will be given.

Click '**Yes**'.

If the profile being viewed on screen includes commitments the following message will appear:

If the profile being viewed on screen does not include commitments the following message will appear:

Click '**OK**'.

You will then be prompted to browse in the location you wish to save the Excel output in. The exported file will open on screen once it is ready for use:

	A	B	C	L	M	N	O	P	
1	PROJECTION OF YEAR-END BALANCE								
2	Subj	Description	Budget	Apr-Nov	Dec	Jan	Feb	Mar	
3	98890	Cluster Funding	0	0	0	0	0	0	
4	98940	Budget Share	-378,537	-378,537	0	0	0	0	
5	I01	**Funds Delegated by the LEA**	**-378,537**	**-378,537**	**0**	**0**	**0**	**0**	
6	98950	6th Form Funding	0	0	0	0	0	0	
7	99020	16-19 Bursary Fund	0	0	0	0	0	0	
8	I02	**Funding for sixth form students**	**0**	**0**	**0**	**0**	**0**	**0**	
9	98980	SEN Funding	-32,785	-32,785	0	0	0	0	
10	I03	**SEN funding (not for special schools)**	**-32,785**	**-32,785**	**0**	**0**	**0**	**0**	
11	98960	Ethnic Minority Funding	0	0	0	0	0	0	
12	I04	**Funding for ethnic minority pupils**	**0**	**0**	**0**	**0**	**0**	**0**	
13	98970	Standards Fund Funding	0	0	0	0	0	0	
14	99010	Pupil Premium Grant	-4,800	-6,000	0	0	0	0	
15	I05	**Pupil Premium**	**-4,800**	**-6,000**	**0**	**0**	**0**	**0**	

This file is password protected, meaning data can only be entered into the outlined cells shown in the '**Jan**', '**Feb**' or '**Mar**' columns (if they are shown).

If you require further details regarding what this file is and what it is used for please contact your Finance Support Officer
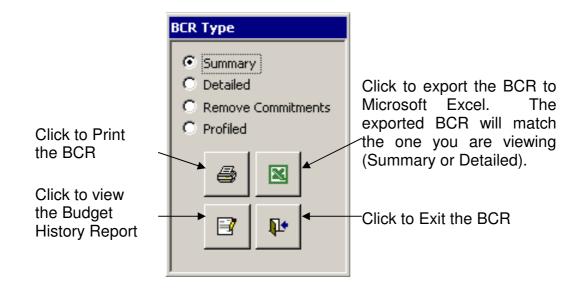
NON-SQL Budget Control Reports (BCRs)

Subjective BCR

From the '**Reports**' tab click the '**BCR**' button.

BCR

May - 2013-14
Norfolk High School - 2444
Target Spend to date is 16.67%

CFR	Description	Budget	May	To Date	Commitment	Balance	% Spent
I01	Funds Delegated by the LEA	-4,799,651	0	-458,028	0	-4,341,623	9.54%
I02	Funding for sixth form students	0	0	0	0	0	>>>
I03	SEN funding (not for special schools)	0	0	0	0	0	>>>
I04	Funding for ethnic minority pupils	0	0	0	0	0	>>>
I05	Pupil Premium	-263,475	0	-22,180	0	-241,295	8.42%
I06	Other Government Grants	0	0	0	0	0	>>>
I07	Other Grants & Payments Received	-146,315	0	-1,966	0	-144,349	1.34%
I08	Income from Facilities & Services	-38,738	0	-5,577	-3,608	-29,553	23.71%
I09	Income from Catering	-99,931	0	-5,097	0	-94,834	5.10%
I10	Receipts from Supply Teacher Insurance Claims	0	0	0	0	0	>>>
I11	Receipts from Other Insurance Claims	0	0	0	0	0	>>>
I12	Income from Contributions to Visits, etc	-7,000	0	-1,313	0	-5,688	18.75%
I13	Donations and/or Private Funds	0	0	-126	0	126	>>>
I15	Pupil Focused Extended School Funding	0	0	0	0	0	>>>
I16	Community Focused School Funding/Grants	0	0	0	0	0	>>>
I17	Community Focused School Facilities Inc	0	0	0	0	0	>>>
I18	Additional Grant for Schools	0	0	-3,167	0	3,167	>>>
I20	Surplus Brought Forward	-528,131	0	-531,634	0	3,503	100.66%
I21	Deficit Carried Forward	0	0	0	0	0	>>>
	Income	-5,883,241	0	-1,029,088	-3,608	-4,850,546	17.55%
E01	Teaching Staff	2,714,719	0	234,814	0	2,479,905	8.65%
E02	Supply Staff	38,000	0	43	24	37,933	0.18%

The default view for the BCR is the Summary BCR which only shows total budgets for each CFR category. To view a detailed BCR, which will show each subjective codes budget, click **'Detailed'** in the BCR type box. To see the BCR without commitments click **'Remove Commitments'**

BCR Type

- ● Summary
- ○ Detailed
- ○ Remove Commitments
- ○ Profiled

Click to Print the BCR

Click to view the Budget History Report

Click to export the BCR to Microsoft Excel. The exported BCR will match the one you are viewing (Summary or Detailed).

Click to Exit the BCR

Capital BCR

From the '**Reports**' tab, click '**Capital**'.

Capital BCR for May - 2014-15

Capital	Description	Budget	May	To Date	Commitment	Balance
ECAPEL	E-Learning Credits	0	0.00	0.00	0.00	0.00
C5450	Capital Underspend Brought Forward	0	0.00	-151.40	0.00	151.40
ECAPFM	Devolved Formula Capital	0	0.00	-151.40	0.00	151.40
ECAPHS	Hands on Support	0	0.00	0.00	0.00	0.00
ECAPHT	Harnessing Technology	0	0.00	0.00	0.00	0.00
ECAPNF	NOF Capital	0	0.00	0.00	0.00	0.00
ECAPSC	Seed Challenge	0	0.00	0.00	0.00	0.00
ECAPSP	Specialist Schools	0	0.00	0.00	0.00	0.00
ECAPTP	School Travel Grant Plan	0	0.00	0.00	0.00	0.00
ECAPZZ	Capital Errors	0	0.00	0.00	0.00	0.00
	Grand Total	0	0.00	-151.40	0.00	151.40

Please Note: From version 5.80 the Capital BCR provides a detailed breakdown of capital income / expenditure, with the grey summary sections being footers of the details held above them.

Monthly CFR Profile BCR

From the '**Reports**' tab click the '**Monthly Profile (BCR)**' button.

This report provides a summary of all expenditure / income against each CFR category for each month.

Due to the size of this report it is very difficult to investigate the details on screen. If you wish to investigate the figures contained within this report it is recommended that it is either printed or exported to Microsoft Excel.

Click to '**Print**'.

Click to '**Exit**'.

Click to '**Export to Excel**'.

Monthly Subjective Profile BCR

From the '**Reports**' tab click the '**Monthly Profile (Subj)**' button.
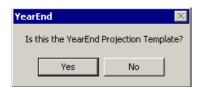
This report provides a summary of all transactions and commitments for each subjective code held within Star Accounts for each month.

Click to '**Print**'.
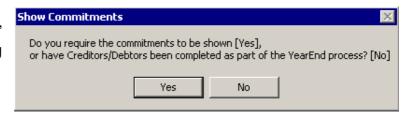
Click to '**Export to Excel**'.

Click to '**Exit**'.

Year End Projection

When exporting the '**Monthly Profile (Subj)**' into Excel during Periods 10, 11 or 12 the option to turn the output file into a year end projection will be given. After selecting the location that the file is to be saved to the following options will appear:
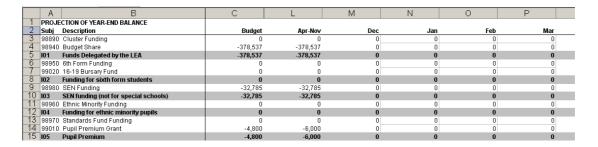
Click '**No**' to export the normal Monthly Profile.
Click '**Yes**' to export the year end projection.

If you clicked '**Yes**' above the following message will appear:

Click '**Yes**' to view current commitments in the exported file, or '**No**' to remove them. Commitments should always be shown unless year end creditors / debtors have been entered into Star Accounts (as the commitment will be doubled if a creditor or debtor has been entered). The exported file will open on screen once it is ready for use.

	A	B	C	L	M	N	O	P
1	PROJECTION OF YEAR-END BALANCE							
2	Subj	Description	Budget	Apr-Nov	Dec	Jan	Feb	Mar
3	98890	Cluster Funding	0	0	0	0	0	0
4	98940	Budget Share	-378,537	-378,537	0	0	0	0
5	I01	**Funds Delegated by the LEA**	**-378,537**	**-378,537**	**0**	**0**	**0**	**0**
6	98950	6th Form Funding	0	0	0	0	0	0
7	99020	16-19 Bursary Fund	0	0	0	0	0	0
8	I02	**Funding for sixth form students**	**0**	**0**	**0**	**0**	**0**	**0**
9	98980	SEN Funding	-32,785	-32,785	0	0	0	0
10	I03	**SEN funding (not for special schools)**	**-32,785**	**-32,785**	**0**	**0**	**0**	**0**
11	98960	Ethnic Minority Funding	0	0	0	0	0	0
12	I04	**Funding for ethnic minority pupils**	**0**	**0**	**0**	**0**	**0**	**0**
13	98970	Standards Fund Funding	0	0	0	0	0	0
14	99010	Pupil Premium Grant	-4,800	-6,000	0	0	0	0
15	I05	**Pupil Premium**	**-4,800**	**-6,000**	**0**	**0**	**0**	**0**

This file is password protected, meaning data can only be entered into the outlined cells shown in the '**Jan**', '**Feb**' or '**Mar**' columns (if they are shown).

If you require further details regarding what this file is and what it is used for please contact your Finance Support Officer

Departmental BCR (SQL and NON-SQL Users)

From the '**Reports**' tab click either the '**Summary Dept**' or '**Detailed Dept**' button.
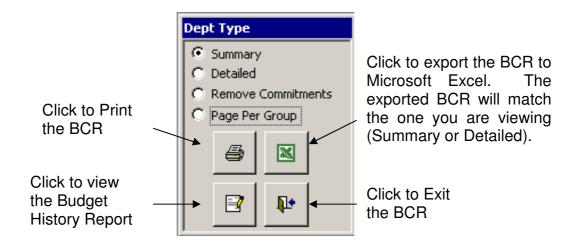
| Summary Dept | Detailed Dept |

Summary Department BCR:

Department BCR for May - 2014-15

Dept	Budget	May	To Date	Commitment	Balance
LIBRARY (HELPS donation for library refurbishment)					
Totals	9,617	100.00	158.00	30.00	9,429.00
OFFICE (Misc Office Expenditure)					
Totals	650	0.00	0.00	0.00	650.00
PUPIL PREMIUM (Pupil Premium)			Warrington, Mr David		
Totals	-75,024	0.00	0.00	0.00	-75,024.00
SPORTS (Sports Hall Refurbishment)					
Totals	0	0.00	0.00	0.00	0.00
Total for Ungrouped Depts	**-64,757**	**100.00**	**158.00**	**30.00**	**-64,945.00**
KEY STAGES Stanford, Mr James					
KS1 (Key Stage 1)			Knights, Ms Linda		
Totals	1,700	-128.31	-128.31	0.00	1,828.31
KS2 (Key Stage 2)					
Totals	8,000	0.00	0.00	0.00	8,000.00
Total for KEY STAGES	**9,700**	**-128.31**	**-128.31**	**0.00**	**9,828.31**
Grand Total	**-55,057**	**-28.31**	**29.69**	**30.00**	**-55,116.69**

Please Note: Department Codes highlighted in red are inactive codes (see Section 3).

Detailed Department BCR:

Department BCR for May - 2014-15

Dept		Budget	May	To Date	Commitment	Balance
LIBRARY (HELPS donation for library refurbishment)						
09650	Welfare/Resource Assistants	8,267	0.00	0.00	0.00	8,267.00
17450	Training	850	0.00	0.00	0.00	850.00
23300	General Repairs	500	0.00	0.00	0.00	500.00
40850	Education Equipment & Materials	0	100.00	158.00	0.00	-158.00
40950	Learning Resources	0	0.00	0.00	30.00	-30.00
	Department Total	**9,617**	**100.00**	**158.00**	**30.00**	**9,429.00**
OFFICE (Misc Office Expenditure)						
23300	General Repairs	650	0.00	0.00	0.00	650.00
	Department Total	**650**	**0.00**	**0.00**	**0.00**	**650.00**
PUPIL PREMIUM (Pupil Premium)			Warrington, Mr David			
99010	Pupil Premium Grant	-135,400	0.00	0.00	0.00	-135,400.00
04800	Teachers	34,324	0.00	0.00	0.00	34,324.00
09650	Welfare/Resource Assistants	13,173	0.00	0.00	0.00	13,173.00
09700	Community Staff Costs	1,266	0.00	0.00	0.00	1,266.00
17450	Training	450	0.00	0.00	0.00	450.00
42920	Purchase of Free School Meals	7,980	0.00	0.00	0.00	7,980.00
47150	Educational Visits	300	0.00	0.00	0.00	300.00
74520	Payments to Other Schools	2,883	0.00	0.00	0.00	2,883.00
	Department Total	**-75,024**	**0.00**	**0.00**	**0.00**	**-75,024.00**

Dept Type

- ⦿ Summary
- ○ Detailed
- ○ Remove Commitments
- ○ Page Per Group

Click to export the BCR to Microsoft Excel. The exported BCR will match the one you are viewing (Summary or Detailed).

Click to Print the BCR

Click to view the Budget History Report

Click to Exit the BCR

Page per Group / Page per Dept

○ Page Per Group   When viewing / printing the Departmental BCR it may be useful to add a page break between each group (when viewing the Summary Department BCR), or a page break between each department code (when viewing the Detailed Department BCR). Click the "**Page Per Group** / **Page Per Dept**" option on screen to add the required page break.

This may prove useful when printing Departmental BCRs for department heads etc.

Monthly Profile Department BCR

From the '**Reports**' tab click the '**Monthly Profile (Dept)**' button.

This report provides a summary of all expenditure / income against each department code for each month.

Monthly Department Report - as at May 2013-14

		Budget	April	May	June	July
ART	Art	0	0.00	0.00	0.00	0.00
CDT	Technology	0	-86.87	0.00	0.00	0.00
CHILD	Childcare	0	0.00	0.00	0.00	0.00
DADDY CO	PSA Dads Club	0	40.00	0.00	0.00	0.00
DRAMA	Drama	0	412.66	0.00	0.00	0.00
EAL	English as an additional language	0	0.00	0.00	0.00	0.00
ENGLISH	English	0	0.00	0.00	0.00	0.00
EVEX	Educ Visits Exp	4,000	0.00	0.00	0.00	0.00
FLEX	14-16 Flexibility	91,455	41.00	0.00	0.00	0.00

Specific Departments

To view the **Detailed** Department BCR for specific departments click the '**Specific Department**' button. This will open drop down lists to choose the department, group or contact as required.
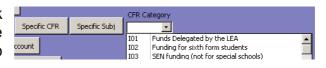
Click the '**Print All**' button above the '**Department**' drop down list to automatically print the detailed departmental BCR for all **active** departments held within the system. Each department will be printed to a separate sheet.

Click the '**Print All**' button above the '**Group**' drop down list to automatically print the Group BCRs for all groups held within the system, with each group printed to a separate sheet.

Please Note: If you select the department report for a specific contact you will only be able to view the summary level BCR. This report will show individual department codes that the contact is listed against only and not any groups they may be responsible for.

Specific CFR Category Report

From the '**Reports**' tab click '**Specific CFR**', then select the category required from the drop down list.

This report provides a detailed breakdown of any transactions for the **current period**, and any commitments held within Star Accounts, for all subjective codes within the selected CFR category.

Specific Subjective Code Report

From the '**Reports**' tab click '**Specific Subj**', then select the category required from the drop down list.

This report provides a detailed breakdown of any transactions for the **current period**, and any commitments held within Star Accounts, for all subjective codes within the selected CFR category.

Please Note: Each Subjective code within the requested CFR subjective will begin on a separate page within this report.

Email BCRs
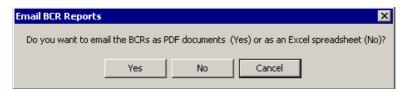
From the '**Reports**' tab click the '**E-Mail BCR's**' button.

If the computer being used to email the BCRs is using Microsoft Access 2003 or 2007 the following message will appear:

Click '**Yes**' to continue, or '**No**' to cancel.
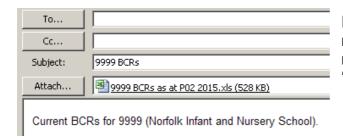
If the computer being used to email the BCRs uses Microsoft Access 2010 or higher the following message will appear:

Click '**Yes**' to send PDF versions of the BCRs, '**No**' to send Excel version, or '**Cancel**' to stop the process.
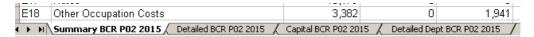
After selecting the format / confirming you wish to email the BCRs reports may open and close on screen. Once the BCRs have been output to the requested format a blank email will appear with the BCRs attached.

Please wait for the blank email to appear before continuing.

Enter the email address of the recipient of the BCRs, and any notes required, then click '**Send**'.
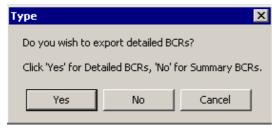
Please Note: The Excel version of the BCRs will produce one spreadsheet with separate sheets containing each BCR:

Prior Months (BCR)

From the '**Reports**' tab click the '**Prior Months (BCR)**' button.
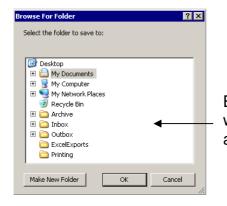
This process will extract the Summary or Detailed BCR from each of the electronic paperwork files within the archive folder for the financial year that is currently being viewed.

Click '**Yes**' to extract the Detailed Subjective BCR.
Click '**No**' to extract the Summary CFR BCR.
Click '**Cancel**' to stop the process.

Browse the folder/location you wish to save the spreadsheet to and click '**OK**'.

Once the extract is complete the spreadsheet will open, with a separate worksheet for each period that a BCR could be extracted from within the Archive folder.

Please Note: The BCRs extracted will show the position your accounts were in at the moment you rolled forward, therefore, if a roll forward is completed out of sequence the details shown will not be a true reflection of your accounts at the end of the calendar month to which it relates.
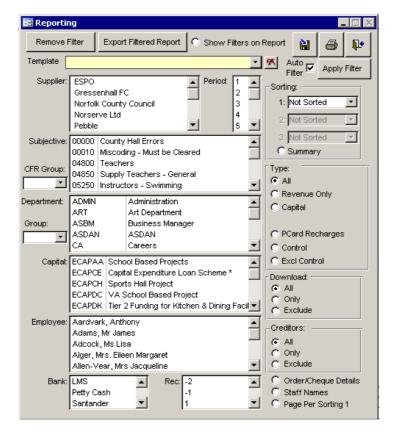
Transaction Reporting

From the '**Reports**' tab click the '**Transaction Reporting**' button.

Transaction Reporting allows you to produce a report on any of the criteria shown. On opening the transaction report will contain all transactions entered in the system for the **current financial month only**.

Transactions - 2014-15 Current Month Only

VN	Date	Invoice No.	Details	Subj

This report can be filtered to show specific data by using the various options as shown below.

Highlight the criteria required by clicking it. The report behind this screen will automatically filter to the requested criteria. Once any filter criteria is selected the report will revert to showing full year transactions. More than one criterion can be selected in any category, and criteria in more than one category can be selected at any time.

Click '**Remove Filter**' to view all transactions held within Star Accounts for the current financial year.

Applying Filters

The transaction report will automatically apply filters each time different criterion is specified (clicked). If you would prefer to select all of the filters you require before the report is updated remove the tick from the '**Auto Filter**' field (by clicking it).

If the tick is removed from this field no filters will be applied to the report until the '**Apply Filter**' button is clicked.

Show Filters

If you wish to show what filters have been applied to a report click the '**Show Filters on Report**' option.

The details of any filters applied will be added to the top of the first page of the transaction report:

Period: '1'
Supplier: 'Norfolk County Council'
Employee: Acteson, Heidi

| Subj | Capital | Dept | Staff Code |
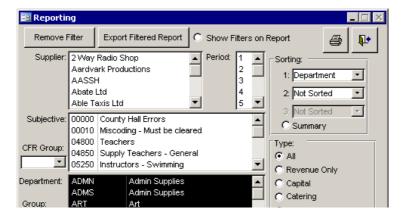
Click the '**Show Filters on Report**' option again to remove the filter details.

Page Per Sorting 1

If you wish to add a page break between filtered results to aid in the printing and distribution of reports these can be added by clicking the '**Page Per Sorting 1**' option. Filter the report to show the data required and then sort the report, using the sorting options in the top right hand corner.

For example, if reports showing all transactions for the current financial year for each specific department code is required, select the required department codes and then sort by '**Department**' (as below):

Please Note: Double clicking within the department code list will automatically highlight all department codes.
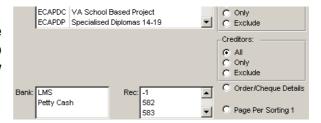
Select '**Page per Sorting 1**', to produce reports for each selected department code with a page break between each department.

Sorting options 2 and 3 can also be used; however, the page break will be added after the subtotal for Sorting Option 1.

Non-Payroll Users

Users without Payroll Access (see Section 2) will have no access to the staff list or the option to show staff names within this report.
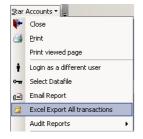
Staff codes or names will not be shown on the transaction report or any filtered report exported to Microsoft Excel.

Exporting the Transaction Report to Microsoft Excel

If you, or a member of staff at your school, are competent using Microsoft Excel and would prefer to manipulate the transactional data held within Star Accounts in an Excel spreadsheet (using filters, pivot tables, charts etc) to produce a report that cannot currently be produced within Star Accounts, this can be done as below.

Please Note: This process exports all transactions held within Star Accounts for the currently viewed Financial Year.
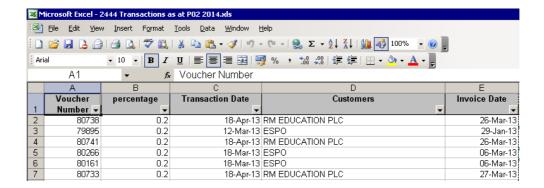

From the 'Star Accounts' toolbar select the '**Excel Export All Transactions**' Option.

Select the location you would like the spreadsheet saved to, and click '**OK**'.

The Spreadsheet will be called "XXXX Transactions as at PXX-20XX.xls". With XXXX being your Location Code and the Period and Year being the financial period and year the transactions where exported.
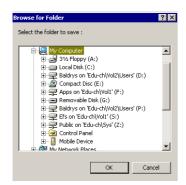
Once it has been saved the spreadsheet will automatically open. Users can then manipulate the data as required. The data contained within this spreadsheet is only a copy of your data – any changes made to the data here will not be replicated within Star Accounts.

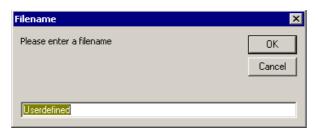**Exporting a Filtered Report to Microsoft Excel**

To export a filtered transactional list to Microsoft Excel select the required filters within the 'Transaction Reporting' screen, and then click '**Export Filtered Report**'.
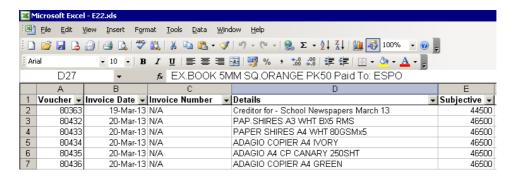
Select the location to save the spreadsheet to and click '**OK**'.

You will then be required to enter a name for the spreadsheet (the default name for the spreadsheet is "UserDefined").
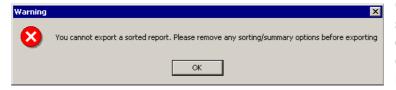
Enter a name for the spreadsheet and click '**OK**'.

Once it has been saved the spreadsheet will automatically open (as below) and you can then manipulate the data as you wish. The data contained within this spreadsheet is only a copy of your data – any changes made to the data here will not be replicated within Star Accounts.
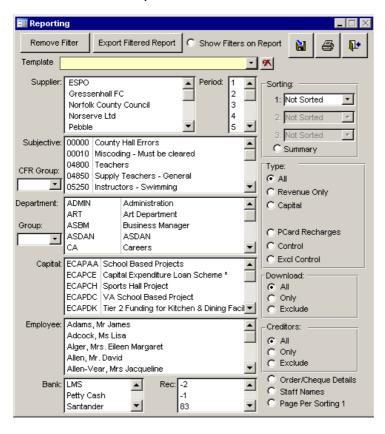
Please Note: A filtered report can only be exported if it has not been sorted or summarised. If you attempt to export a sorted/summarised report the following message will appear:

Click '**OK**'. Remove any sorting / summary options then try to export the filtered report again.

Creating a Report Template

If there is a specific report within the 'Transaction Reporting' section of Star Accounts that your school regularly runs with the same criteria this report can be saved as a template.
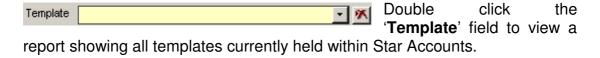

Select the required criteria required in the report.

Please Note: any sorting options chosen when the template is created will always be applied when the template is selected, and cannot be changed when a template is selected.

If the '**Order/Cheque Details**' option is selected this will be included in the report template. If the '**Staff Names**' option is selected then staff names will automatically be shown within the report when the template is selected.
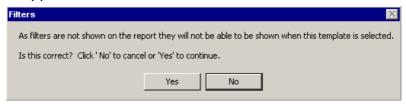
Please Note: If the '**Staff Names**' option is chosen only users with 'Payroll' access will be able to select that template.

Double click the '**Template**' field to view a report showing all templates currently held within Star Accounts.

Once you are happy that all of the required criteria, and sorting options, have been selected click the '**Save Template**' button.

If the '**Show Filters on Report**' option has not been activated the following message will appear:
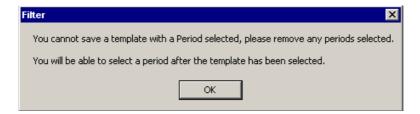

If '**Yes**' is clicked the template name will be shown when the report is produced. Click '**No**' to cancel the process to allow the filters to be shown on the report e.g.

Year To Date
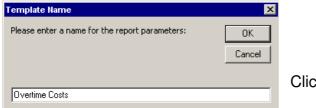Subjective: '06560', '10060', '10260', '12960', '13260', '15060', '15960'

Remember: If the filters applied are not shown on the report any other users that select the template may not understand the data shown.

Report Templates cannot be created with a specific '**Period**' selected, as it is likely that the report created will need to be specific to the current month. If a period has been selected the following message will appear:
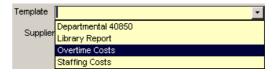

Click '**OK**', and then remove any periods selected in the report criteria. Specific periods can be selected once a report template has been selected (see below).

If there are no issues with filters / periods enter a short descriptive name for the report.
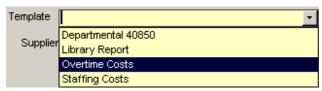
           Click '**OK**'.
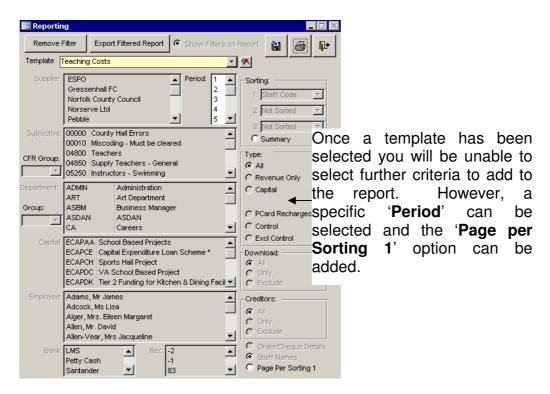
Once a template has been saved it will appear in the '**Template**' drop down list:

Producing a Template Report

To view a report based on a previously created template select the required from the drop down list:

Once a template has been selected you will be unable to select further criteria to add to the report. However, a specific '**Period**' can be selected and the '**Page per Sorting 1**' option can be added.

Click '**Remove Filter**' to reset the report parameters.

Deleting a Template

If you wish to delete a template, select the required template from the drop down list, and then click the '**Delete**' button.

Click '**Yes**' to delete the template, or '**No**' to cancel.

Unreconciled Transactions Report

From the Reports tab, click **'Unreconciled Transactions'.**

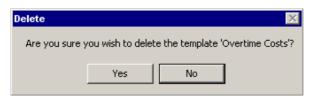Unreconciled Transactions List   May - 2014-15

LMS	Reconciled Balance £33,913.56		
Cheque Number	**Customer Name**	**Cheque/Inv Date**	**Cheque Total**
403280	Supplies Team	01/05/14	£108.62 *
403281	ESPO	01/05/14	£2,199.75 *
403282	Steward Safety Supplies Ltd	01/05/14	£46.80 *
403283	Custom Group Ltd	01/05/14	£652.38 *
403284	School Merit Stickers	01/05/14	£24.90 *
403285	Peters Furniture	01/05/14	£690.00 *

This report shows the total of the income and expenditure transactions held within Star Accounts that have not been reconciled (see Section 13). This report should be monitored when processing the period end.

If you are using the cheque printing facility this total will be

Grand Total   Includes outstanding cheque run of £433.83

the cumulative total of the transactions waiting to be processed (i.e. the transactions that have yet to be assigned a cheque number).

Any unreconciled items appearing on this report that are older than 6 months old will have an asterisk (*) next to the cheque total and the line will be highlighted in bold. Unreconciled transactions that are over 6 months old should be investigated and written back into the accounts by reversing the transaction (see Section 8) if required.

If an unreconciled transaction does not have a cheque number (i.e. it is sitting in the Cheque Run screen – see Section 10) the invoice date will be used to determine if the transaction requires investigating. If an item without a cheque number is denoted by an asterisk and is bold this means that the item has been sitting on the Cheque Run screen for 6 months or more from the invoice date.

The Headteacher is required to authorise this report to verify that these transactions are to be investigated and corrected. Failure to clear out-of-date cheques could mean that the accounts are not correctly stated.

Error Report

From the '**Reports**' tab, click '**Error Report**'.

This report will list any transactions that have been coded to invalid subjective

Please ensure that these transactions are corrected via journal:

Voucher	Pd	Inv No	Capital	Dept	Subj	Nett	Details	Customer
8934	1	PC 2321		NRSRY1	0001	£10.75	Books for Nursery	D Holland
8933	1	PC 2320		NRSRY1	0001	£10.21	Outside resources	D Holland
					Total	**£20.96**		

codes, i.e. those that have been coded to 00010. The report will only open if there are transactions which require correcting within Star Accounts.

Assets from Orders

To view a report showing any items marked as assets within Orders and Transactions click '**Assets**' from the '**Reports**' tab.

Select Asset Period

From Period [▼]

To Period [▼]

Select the Periods you would like the report to contain from the drop down lists, then click the print button.

Assets from Orders

The following transactions have been marked as assets within your orders. Please ensure these items are added to your asset definitive list of all assets purchased through Star Accounts. This list is based on paid orders and does not include any revers

Voucher No	Order No	Order Date	Supplier	Description
11597	560	05/07/2010	Daynes Office Supplies	Office Desks
11598	560	05/07/2010	Daynes Office Supplies	Highback Office Chairs
11599	561	06/07/2010	Anglia Air Conditioning Ltd	Air Conditioning Unit
11600	561	06/07/2010	Anglia Air Conditioning Ltd	Air Conditioning Unit

The report that opens will show all of the items flagged as assets within the specified periods. This list should be used to check against your Asset Register to ensure that all assets are logged correctly. This list is a guide only – it is not a definitive list of assets purchased.
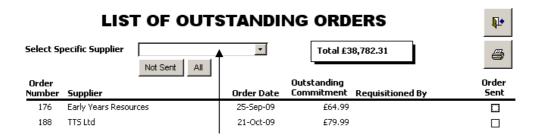
Miscellaneous Reports

Reconciled Transactions Report

A report showing details of reconciled transactions can be produced from within the bank reconciliation screen (see Section 13)
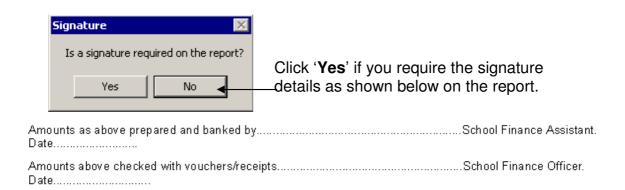
Outstanding Orders Report

From within the Orders screen click 'Outstanding Orders Report'. This will generate a list of all outstanding orders for all suppliers as below.
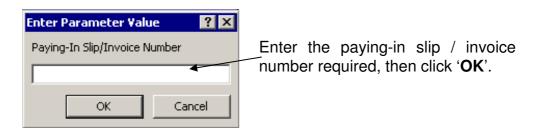

Use the drop down box to show outstanding only those orders relating to the selected supplier.

Paying In Slip / Invoice Details

From the Reports tab click the '**Paying-In Slip / Inv No**' button. This report will detail all of the income items coded to the requested paying-in slip or invoice number.

Click '**Yes**' if you require the signature details as shown below on the report.

Amounts as above prepared and banked by...School Finance Assistant.
Date.........................

Amounts above checked with vouchers/receipts...School Finance Officer.
Date.............................

Enter Parameter Value

Paying-In Slip/Invoice Number

[OK]   [Cancel]

Enter the paying-in slip / invoice number required, then click '**OK**'.

Please Note: All income transactions are prefixed with the letter "I" when entered into the system.

Wildcard Searches

If you only know part of an invoice number you can use a wildcard search when viewing this report. The wildcard key is an asterix (*) which can be placed into the box by pressing Shift & 8.

176 - This will find all invoices/paying in slip numbers that have the sequence 176 within it

176* - This will find all invoices/paying in slip numbers that begin with the sequence 176

*176 - This will find all invoices/paying in slip numbers that end with the sequence 176.

Please Note: If you believe an invoice has / may have been reversed you must use the *xxx wildcard search to ensure the reversal is also picked up within the report.

Paying-In Slip / Invoice Details

| Voucher Number	Paying-In Slip / Invoice Number	Amount	Details
9404	J4512336	£25.00	testing departmental
Date 24/10/2011	Total	£25.00	A Medler
9512	BBC123456	£29.94	Split VAT Invoice
9513	BBC123456	£64.93	Split VAT Invoice
Date 06/01/2012	Total	£94.87	BBC Publications
8996	I500123	-£85.00	O Adams Alton Towers balance
Date 15/08/2011	Total	-£85.00	
	Grand Total	£34.87	
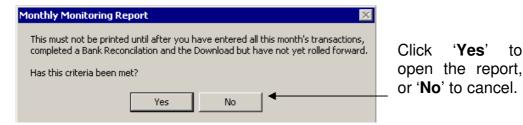
Monthly Monitoring Report
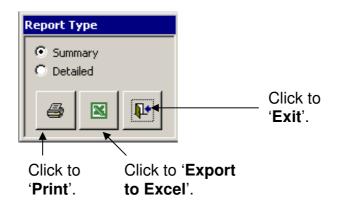
As part of the roll forward process a monthly monitoring report will automatically be printed with the period end pack. If you wish to print this report at any other time press **Ctrl and M**, or click the '**Monthly Monitoring**' button on the '**Reports**' tab.
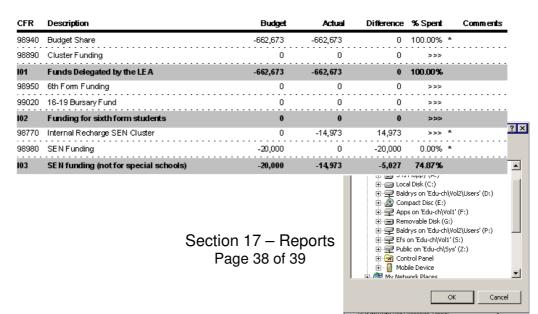
Click '**Yes**' to open the report, or '**No**' to cancel.

MONTHLY MONITORING REPORT FOR September - 2013-14

CFR	Description	Budget	Actual	Difference	% Spent	Comments
I01	Funds Delegated by the LEA	-662,673	-662,673	0	100.00%	*
I02	Funding for sixth form students	0	0	0	>>>	
I03	SEN funding (not for special schools)	-20,000	-14,973	-5,027	74.87%	*
I04	Funding for ethnic minority pupils	0	0	0	>>>	

The default view for the monthly monitoring is at the CFR summary level. To view the report at a detailed subjective level select '**Detailed**'.
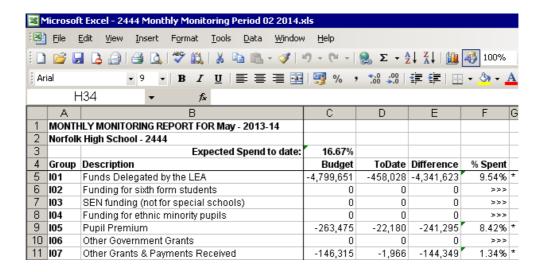
Click to '**Exit**'.

Click to '**Print**'.

Click to '**Export to Excel**'.

MONTHLY MONITORING REPORT FOR September - 2013-14

CFR	Description	Budget	Actual	Difference	% Spent	Comments
98940	Budget Share	-662,673	-662,673	0	100.00%	*
98890	Cluster Funding	0	0	0	>>>	
I01	Funds Delegated by the LEA	-662,673	-662,673	0	100.00%	
98950	6th Form Funding	0	0	0	>>>	
99020	16-19 Bursary Fund	0	0	0	>>>	
I02	Funding for sixth form students	0	0	0	>>>	
98770	Internal Recharge SEN Cluster	0	-14,973	14,973	>>>	*
98980	SEN Funding	-20,000	0	-20,000	0.00%	*
I03	SEN funding (not for special schools)	-20,000	-14,973	-5,027	74.87%	

If the report is exported to Excel you will be required to browse in a location for the report to be saved to. Highlight the required folder and click '**OK**'.

The report will be saved as XXXX Summary/Detailed Monthly Monitoring Period XX 20XX.xls, where XXXX is your Location Code and the financial period and year relate to the current period, for example, 9999 Detailed Monthly Monitoring Period 09 2014.xls

Once the report has been exported it will open on screen in Microsoft Excel. You will then be able to type any comments into the report:

Group	Description	Budget	ToDate	Difference	% Spent	
	MONTHLY MONITORING REPORT FOR May - 2013-14					
	Norfolk High School - 2444					
	Expected Spend to date:	16.67%				
I01	Funds Delegated by the LEA	-4,799,651	-458,028	-4,341,623	9.54%	*
I02	Funding for sixth form students	0	0	0	>>>	
I03	SEN funding (not for special schools)	0	0	0	>>>	
I04	Funding for ethnic minority pupils	0	0	0	>>>	
I05	Pupil Premium	-263,475	-22,180	-241,295	8.42%	*
I06	Other Government Grants	0	0	0	>>>	
I07	Other Grants & Payments Received	-146,315	-1,966	-144,349	1.34%	*

Please Note: This report can be set to automatically export to Microsoft Excel as part of the month end procedure (see Section 2) however, currently the exported report will be the summary level report. If the detailed report is required this must be manually exported before the period end is processed.

BEST PRACTICE

If you require any guidance regarding Lettings, for example, what to charge, when to charge, VAT rates etc, please refer to the '**Shared Use of School Premises**' policy document which can be found on the Norfolk Schools Website www.schools.norfolk.gov.uk > School management > Site management > Subsidised use of school premises

A link to the Lettings Policy is also available through the '**Web Links**' / '**Websites**' Menu of the Star Accounts toolbar.

If further guidance is required please contact the Business and Efficiency Section on 01603 222673 (email: childrensservicesenquiries@norfolk.gov.uk).

Schools are advised to keep a copy of the current year policy document in the Financial Procedures Manual (Appendix 15).

PLEASE NOTE: From April 2015 Norfolk County Council no longer provides subsidies for Lettings.

Getting Started

To access the Debtors / Lettings package the Debtors Option must be activated within the Schools Details screen (see Section 2). Once activated a '**Debtors**' tab will appear on the Main Menu.
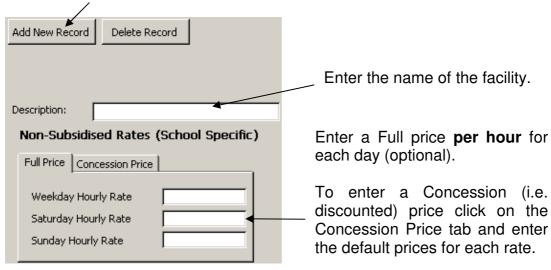
Reports | Options | Debtors

Facility and Customer details will need to be entered before any invoices can be produced.

Facility Details

A number of standard facilities are pre-installed within Star Accounts. Additional facilities can be created as required, the cost of which can be decided by the school.

To create a new facility, select the **'Debtors'** tab from the Main Menu and select **'Facility Details'**.

Click '**Add New Record**'

Add New Record | Delete Record

Description:

Non-Subsidised Rates (School Specific)

Full Price | Concession Price

Weekday Hourly Rate

Saturday Hourly Rate

Sunday Hourly Rate

Enter the name of the facility.

Enter a Full price **per hour** for each day (optional).

To enter a Concession (i.e. discounted) price click on the Concession Price tab and enter the default prices for each rate.

Please Note: A default '**Non-Subsidised Rate**' (charge) can be entered for all facilities, including those pre-installed within Star Accounts (see below). A Concession Price can be entered if the facility is charged at a discounted rate.

To view / print a list of facility prices currently held within the Debtors system please select the required report within the Facility Details screen:
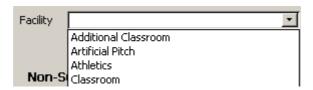
Print List of Facility Prices
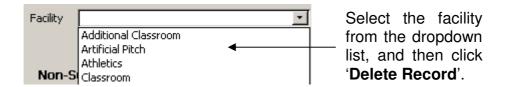
Non-Subsidised (Full Price)

Non-Subsidised (Concession)

Edit a Facility

To edit the default charge for a facility select the required facility from the dropdown list and amend the hourly rates as required.

Please Note: The default charge entered can be overtyped within the invoice creation screen if a different price is required (see 'Enter Non-Subsidised Lettings').

Delete a Facility

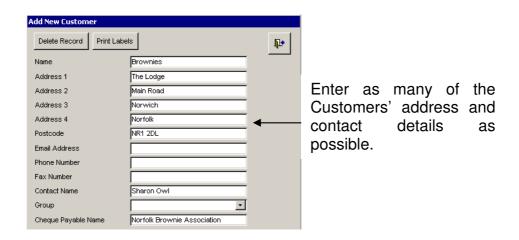Select the facility from the dropdown list, and then click '**Delete Record**'.

Facilities that have been used during the current financial year cannot be deleted. If a facility cannot be deleted because it has been used it can be marked as '**Inactive**' by placing a tick in the '**Inactive**' field, to prevent further invoices being charged to it.

The facility will still exist for reporting purposes however it will not appear as an option when creating invoices.

Customer Details

To create a customer, click '**Set up Customer Details**'.   This list shows all existing customers held within Star Accounts.

Click '**Add New Customer**'.

Enter as many of the Customers' address and contact details as possible.

Name

You cannot enter a "Customer" name that matches an existing "Supplier" name used within Star Accounts for Ordering / Entering Transactions. If a customer is required that matches a supplier you will need to enter a slightly different name to use within the Debtors module.

Group

To aid the multiple invoice procedure (see page 24) customers can be assigned to a group, for example, a class name.
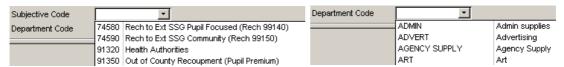

Type the group name required into the field or select one from the drop down list.

Please Note: The drop down list of groups shows all groups currently held within Star Accounts but is **not restricted** to those shown. Once a new group is entered it will appear in the list the next time the screen is opened.

Default Coding

If you wish to add a default Subjective Code or Department Code to a customer select the required codes from the drop down lists:

Please Note: When entering non-subsidised lettings the subjective code must remain as 95080 (Lettings), therefore, the default subjective code selected here will only be used when entering standard invoices.

If a default department code is made inactive (see Section 3) it will be removed from the customers' record automatically without warning.

Edit Customer Details

Select the customer from the list, by double-clicking it, and amend any details as required by overtyping the existing details. **Please Note:** If a customer has been used during the current financial year the customer '**Name**' cannot be amended, all other address/contact details are updatable.

Print Labels

If you wish to print address labels for a customer double click the customer name from the list, then click the Print Labels button. This automatically prints one full page of address labels for the selected customer in the format **"Avery L7160"** (i.e. 21 labels per page - 3 across, 7 down).

Customer Search

The '**Supplier Search**' drop down list at the top of the customer screen contains a list of all customers held within the system.
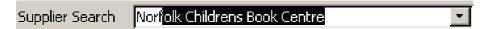
Selecting the customer within the drop down list will highlight the selected customer in the full customers list.

The 'Supplier Search' drop down box can be typed into to aid with searching for customers. For example, if you wish to search for the customer 'Norfolk Children's Book Centre' typing in "Norf" into the drop down box will begin to filter the list to those customers that begin with "Norf".

Supplier Search	Norfolk Childrens Book Centre	▼

If the customer shown matches the one you are searching for either hit the enter key, or press the tab key, and the customer will be highlighted:
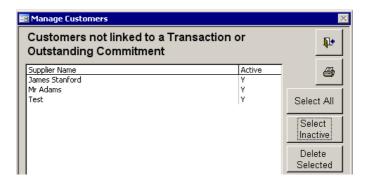
NLS Arnold		
Norfolk Childrens Book Centre	**Y**	

Sorting Options

◉ Sort by Customer
○ Sort by Default Subj
○ Sort by Default Dept
○ Sort by Group

The default order for the customers list is alphabetically by customer name. If you wish to sort the list by the Default Subjective Code, Department Code or Group select the required option on screen.
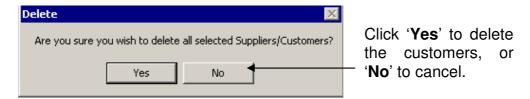
Manage Customers

From the Customers screen, click the '**Manage Customers**' button. This will open a screen listing all customers held within Star Accounts that have not been used during the current financial year (either transactions or commitments).
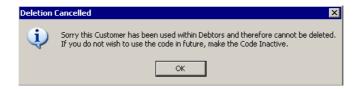
Manage Customers

Customers not linked to a Transaction or Outstanding Commitment

Supplier Name	Active
James Stanford	Y
Mr Adams	Y
Test	Y

Select All

Select Inactive

Delete Selected

Delete a Customer

To delete any of the Customers shown highlight them within the list (by clicking them once) and click '**Delete Selected**'.

Delete

Are you sure you wish to delete all selected Suppliers/Customers?

[Yes] [No]

Click '**Yes**' to delete the customers, or '**No**' to cancel.

Customers can also be deleted from the '**Edit Customer**' screen by double-clicking the required customer from the full customers list, and then clicking '**Delete Record**'.

Customers cannot be deleted if they have been used during the current financial year, or if an outstanding commitment exists for the customer. Details of all customers will be held in Star Accounts until they are deleted.

Inactivating a Customer

If a customer has been used during the current financial year it cannot be deleted. However, if you wish to ensure that no other transactions are coded to a customer it can be made inactive. Inactive customers will still exist within the system for reporting purposes, however only active customers can be selected when coding transactions or invoices.

To make a Customer inactive double-click the required customer from the full customers list, and place a tick in the '**Inactive**' flag (by clicking it).

Please Note: Only the Primary User can activate or inactivate customers.

Customers can also be inactivated within the '**Manage Customers**' screen. Simply double click the required customer in the list:

The '**Active**' flag will then change to '**N**'. Double click the customer again to make it active again.

Schools Finance
STAR Accounts - User Guide
Section 18 – Debtors

Enter Non Subsidised Lettings

From the 'Debtors' tab click '**Enter a Letting Invoice**' and select the required customer from the drop down list. If the required customer does not appear in the list it can be created at this point by double-clicking the dropdown list.

After selecting the required customer the non-subsidised invoice screen will open.

The '**Invoice Number**', '**Invoice Date**', and '**Customer**' will automatically be entered by Star Accounts. The '**Year**' will default to "**C**" (Current Year); however, this can be changed to "**F**" (Future Year) if the invoice relates to the next financial year. Any invoices entered as "**F**" will not appear as outstanding commitments within the BCR of the current year.

Enter an '**Application Date**' and any '**Instructions**' to appear on the invoice if required. The '**Subjective**' code will default to 95080 (Lettings) and cannot be changed. A '**Department**' code can be selected if required (this will contain any default department entered within the Customer Details if applicable).

Session Rate: Non-Subsidised Lettings automatically default to charge the "**Full Price**" of each facility selected (as entered into the 'Facility Details' screen, see page 3).

If the Concession Price is required you must ensure the '**Session Rate**' is changed **before** entering any details.

The Session Rate selected will apply to all lines entered within the current invoice.

Line Details

Date of Hire	Start Time	Finish Time	Day	Accommodation	Quantity	Hours Charged	Hourly Rate	Net Price	VAT Code
31-Jul-14	09:00	17:00	Thu	Football Pitches	3	8.00	5.00	120.00	T

Date of Hire: Enter the date of hire using the format "DD/MM/YY" (e.g. 01/01/13). Full stops must not be used when entering dates. Alternatively double-click the '**Date of Hire**' to view a calendar from which to select the date:
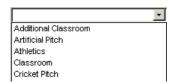
Highlight the required date and click '**Select Date**'.

Click '**Exit**' to close the calendar without selecting a date.

Start and Finish Times: These must be entered in the 24hr clock format i.e. 9pm = 21:00. The start time and finish time are used to calculate the **Hours Charged**' to be charged.

Day: This will appear automatically according to the date of hire. Please ensure this is the required day for the letting.

Accommodation: Select the facility required from the drop down list.

Additional Classroom
Artificial Pitch
Athletics
Classroom
Cricket Pitch

Quantity: Enter the number of each item that is required, for example, if your school has multiple football pitches enter the number that the hirer requires. This will default to 1 each time the '**Accommodation**' is selected. **Please Note:** Additional Classroom should only be used if the current invoice also contains the accommodation 'Classroom'.

Hours Charged: The total number of hours that the letting is required for will be calculated by Star Accounts based on the Start and Finish Times entered. **Please Note**: The number of hours shown here is the number of hours that each facility is required for not the full number of hours i.e. if the '**Quantity**' is changed to 2, with a start and finish time of 17:00 to 19:00, the Total Hrs shown will be 2 rather than 4.

Hourly Rate: If a rate was set within the facility details screen for Full / Concession prices this field will automatically be populated with the charges set according to the session rate, accommodation and day selected.

Overtype the rate shown if no standard rates have been created, or the rate shown is not the rate to be charged.

Net Price: These figures are calculated by Star Accounts based on the information provided and cannot be amended.

	Hours	
Quantity	Charged	Hourly Rate
3	8.00	5.00

The '**Net Price**' is calculated as: **Quantity * Hours Charged * Hourly Rate**

VAT Code: Select the appropriate VAT code from the drop down list for the current line. If you are unsure of the VAT Rate to be applied to the letting please refer to the Shared Use of School Premises policy document.

Extra Details: If any additional information is required for individual lines click the '**Extra Details**' button:

Enter any additional information into the new field. Click '**Extra Details**' again to return to the normal invoice screen.

Invoice Total Summary:
Please ensure that the invoice total shown at the bottom of the screen matches expectations once all required lines have been entered.

Net Total	480.00	0.00
Invoice Total		480.00

Delete a Line

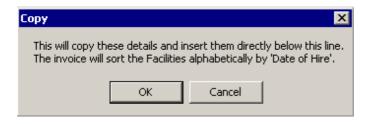To delete any lines from an invoice click the delete button to the right of the required line.

Click '**Yes**' to delete the line, or '**No'** to cancel

Copy an Individual Line

To copy a previously entered line to a new line, click the Copy Line button to the right of each line.

Click '**OK**' to copy the line, or '**Cancel**' to cancel the process.

Amend any of the data on the new line by overtyping / re-selecting the existing details. This may be useful if you are creating an invoice for multiple dates with the same details (e.g. for a regular letting), as only the 'Date of Hire' would need to be amended in the duplicated lines.

Copy Multiple Invoice Lines
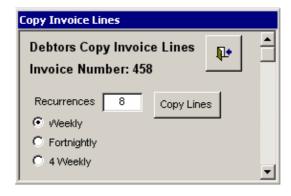
If a letting requires the use of multiple facilities at the same time, such as Football Pitches and Floodlighting, enter the details for each required '**Accommodation**' for the first '**Date of Hire**' and then click the '**Copy All Lines**' button.

If more than one date has been entered the following message will appear:

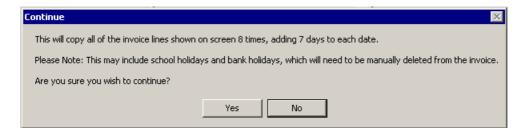Click '**OK**'. The copy lines function will then be cancelled.

If all of the lines entered on screen are registered with the same '**Date of Hire**' the '**Copy Invoice Lines**' form will open:

Enter the number of weeks you wish to copy the invoice lines to ('**Recurrences'**), and ensure that the required interval is selected (Weekly, Fortnightly and 4 Weekly).
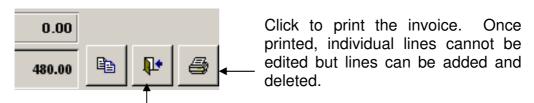
If '**Weekly**' is selected 7 days will be added to each recurrence.
If '**Fortnightly**' is selected 14 days will be added to each recurrence.
If '**4 Weekly**' is selected 28 days will be added to each recurrence.

Click the '**Copy Lines**' button when the required information has been entered:

Click '**Yes**' to continue, or '**No**' to cancel. If '**Yes**' is clicked the additional lines will be created and the '**Copy Invoice Lines**' form will close.

Save Invoice

Click to print the invoice. Once printed, individual lines cannot be edited but lines can be added and deleted.

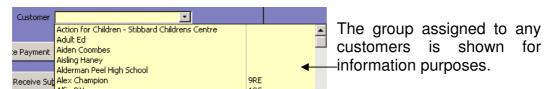Click to Exit and save the invoice once all details have been entered.

Click '**Yes**' to save and close the invoice, or '**No**' to make further amendments.

The current invoice can be closed without saving any of the details entered by clicking '**Exit without Saving**'.

Enter a Standard Invoice

From the 'Debtors' tab click '**Enter a Standard Invoice**' and select the required customer from the drop down list. If the required customer does not appear in the list it can be created at this point by double-clicking the list.
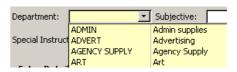

The group assigned to any customers is shown for information purposes.

Standard invoices can be entered for any customer within the debtors system.

The '**Invoice Number**', '**Invoice Date**' and '**Customer**' will automatically be entered by Star Accounts.   The '**Year**' will default to "**C**" (Current Year); however, the Year "**F**" (Future Year) can be selected if the invoice relates to dates for the next financial year. Any invoices entered as "**F**" will not appear as outstanding commitments within the BCR of the current year.

Department: A department can be added if required by selecting it from the drop down list. Double-click the department dropdown to search for / create departments.

Subjective: Select the required subjective code for the invoice from the drop down list.

Please Note: If the customer record contains a default subjective and/or department code these will be entered when the invoice is opened.

Line Details

Description	Quantity	Price	Net Price	Vat Code
Guitar Lessons - Wednesday's 15:30 to 16:30	12	10.00	120.00	T

Description: Enter a meaningful description for the invoice line.

Quantity: Enter the quantity to be charged for that line. For example, if you wish to charge £10.00 each for 12 music lessons enter the quantity as 12 and price as £10.00.

Price: Enter the price **per quantity** of the invoice line (see example above).

VAT Code: Select the appropriate VAT code from the drop down list for the current line. If you are unsure of the VAT Rate to be applied to the letting please refer to the Shared Use of School Premises policy document.
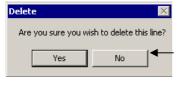
Invoice Total Summary:
Please ensure that the invoice total shown at the bottom of the screen matches expectations once all required lines have been entered.

Net Total	30.00	5.25
Invoice Total		**35.25**

Delete a Line

To delete any lines from an invoice click the delete button to the right of the required line.

Delete
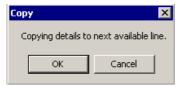Are you sure you wish to delete this line?
[Yes] [No]

Click '**Yes**' to delete the line, or '**No'** to cancel

Copy a Line

To copy a previously entered line to a new line, click the Copy Line button to the right of each line.

Copy
Copying details to next available line.
[OK] [Cancel]

Click '**OK**' to continue, or '**Cancel**' to cancel the duplication.

Amend any of the data on the new by overtyping the existing /re-selecting the existing details. This is useful if you are creating an invoice for multiple amounts/dates with the same details (e.g. for a regular music lesson).

Save Invoice
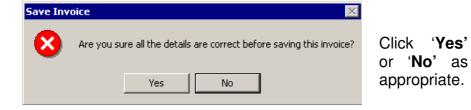
Net Total	25.00	0.00
Invoice Total	25.00	

Click to print the invoice. Once printed, individual lines cannot be edited but lines can be added and deleted.

Click to Exit and save the invoice once all details have been entered.

Save Invoice

Are you sure all the details are correct before saving this invoice?

Yes   No

Click '**Yes**' or '**No**' as appropriate.

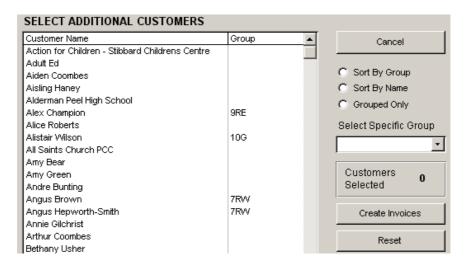The current invoice can be closed without saving any of the details entered by clicking '**Exit without Saving**'.

Multiple Standard Invoices

If a standard invoice is entered that will be required by more than one customer with exactly the same details, for example, to charge parents for a school trip, multiple invoices can be created as follows.

Create an invoice for one of the customers required. Before clicking the Exit key to save the invoice, place a tick in the '**Multiple Invoice**' field at the top of the screen (by clicking it once).

Once the tick is in place, click the Exit key to save the invoice. The '**Multiple Invoice Selection**' screen will then open.

Highlight each customer to assign an invoice to within the customer list. **Please Note:** This list of customers does not include the customer that the first invoice was assigned to in the previous screen.

The customer list is sorted by Customer Name as a default. To sort the customer list by the group (or to re-sort by customer name) highlight the required option.

Selecting '**Grouped Only**' will filter the list to only show those customers assigned to a group, which can also be sorted by customer name or group.

A specific group can be selected from the drop down list to automatically highlight the customers assigned to that group.

Click '**Reset**' to remove the selected customers from the list to start the customer selection again.
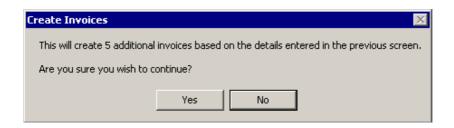
Click '**Cancel**' to stop the multiple invoice process and return to the Main Menu.

| Customers Selected | 5 |

For information purposes the number of customers selected to create an invoice for is shown on screen. This should be one less than the number of invoices required in total before clicking '**Create Invoices**' (the first invoice created is the additional one not counted in this screen).
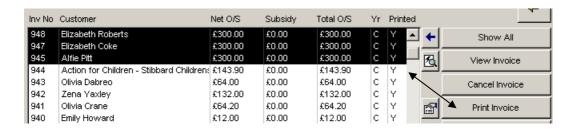
Click '**Create Invoices**' when all additional customers requiring the invoice have been selected.
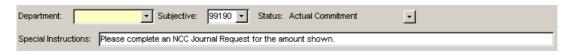
Create Invoices

Create Invoices

This will create 5 additional invoices based on the details entered in the previous screen.

Are you sure you wish to continue?

Yes   No

Click '**Yes**' to create the invoices and close this screen, or '**No**' to cancel the process.

Once created, these invoices will need to be printed from within the **'Edit / Print Invoices**' screen. Highlight the required invoices and click '**Print Invoice**'.

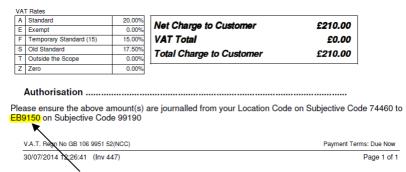| Inv No	Customer	Net O/S	Subsidy	Total O/S	Yr	Printed			
948	Elizabeth Roberts	£300.00	£0.00	£300.00	C	Y			Show All
947	Elizabeth Coke	£300.00	£0.00	£300.00	C	Y			View Invoice
945	Alfie Pitt	£300.00	£0.00	£300.00	C	Y			View Invoice
944	Action for Children - Stibbard Childrens	£143.90	£0.00	£143.90	C	Y			Cancel Invoice
943	Olivia Dabreo	£64.00	£0.00	£64.00	C	Y			Cancel Invoice
942	Zena Yaxley	£132.00	£0.00	£132.00	C	Y			
941	Olivia Crane	£64.20	£0.00	£64.20	C	Y			Print Invoice
940	Emily Howard	£12.00	£0.00	£12.00	C	Y			

Standard Catering Invoices

If your school provides meals to another school a Standard Invoice (as detailed above) can be registered against Subjective Code **99190** (Catering Sales to Other Schools).   This subjective code can only be selected if the NCS Catering Flag has not been activated (see Section 2, Page 8).

Once subjective 99190 has been selected the 'Instructions' field will automatically default to "Please complete an NCC Journal Request for the amount shown." This will be shown on the printed invoice.

When a standard catering invoice is printed the bottom of the invoice states the subjective codes that the charged school should use in their NCC Internal Journal Request (see Section 11):
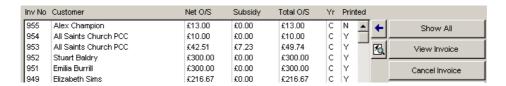
Your schools Location Code will be shown here.

Please Note: Catering Invoices can only be '**Cleared by Download**', no other payments can be registered against these invoices (see '**Registering Payments**' below).
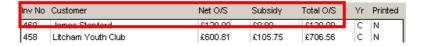
Edit / Print / Cancel Invoices

From the Debtors tab select '**Edit/Print Invoices**'

All invoices with an outstanding balance or outstanding subsidy will be listed within this screen in reverse invoice number order, i.e. with the most recent invoices at the top of the list.
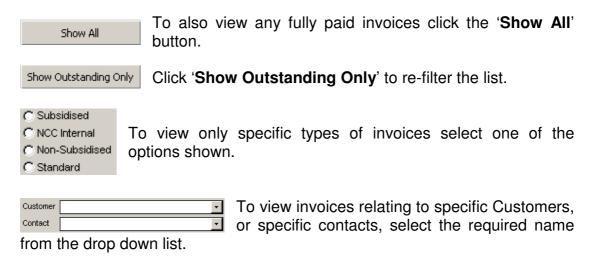
Double click any of the labels highlighted below to sort the list by that field.

Please Note: The amounts listed are Net of VAT. If you wish to see the total outstanding including VAT please view the '**Outstanding Invoices**' Report.

Filter Options

The default view for the Invoices Summary list is to show only those invoices that have an outstanding commitment.

 To also view any fully paid invoices click the '**Show All**' button.

 Click '**Show Outstanding Only**' to re-filter the list.

 To view only specific types of invoices select one of the options shown.

 To view invoices relating to specific Customers, or specific contacts, select the required name from the drop down list.

Please Note: these lists will include customers and contact names for all invoices (paid or unpaid), therefore, if a name is selected and no invoices are shown click the '**Show All**' button to view the paid invoices.

Edit an Invoice

Open the invoice to be amended by double clicking it within the outstanding invoices list. An invoice cannot be amended if it has been included on a subsidy claim or cancelled. Amend any details within the invoice as required.
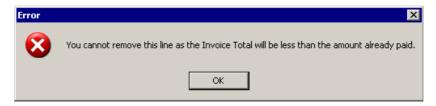
Please Note: Once an invoice has been printed, to amend any of the details you must enter a new line and delete the original incorrect line.

Click the '**Delete**' button on the required line.

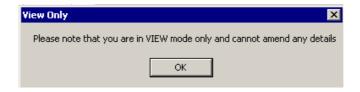Click '**Yes**' to remove the line, or '**No**' to cancel.

An invoice line will not be able to be deleted if payments registered against the invoice exceed the revised Invoice Total (if the changes were made).

View an Invoice

Highlight the invoice required within the outstanding invoices list and click '**View Invoice**'. You cannot amend any details on an invoice in View mode.

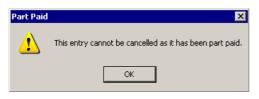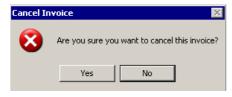Click '**OK**' and the selected invoice will open on screen.
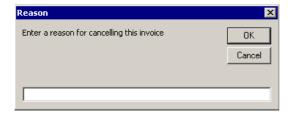
Cancel an Invoice

Highlight the invoice required within the outstanding invoices list and click '**Cancel Invoice**'. Invoices cannot be cancelled that have been part paid or included on a subsidy claim.
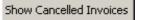

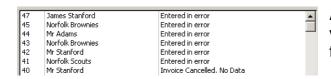Click '**Yes'** to cancel the invoice, or '**No'** to cancel.

Enter a reason for cancelling the invoice and click '**OK**'.

View Cancelled Invoices

To view a list of cancelled invoices click '**Show Cancelled Invoices**'. This will open a separate list of invoices, along with the reasons entered for the cancellation.

47	James Stanford	Entered in error
45	Norfolk Brownies	Entered in error
44	Mr Adams	Entered in error
43	Norfolk Brownies	Entered in error
42	Mr Stanford	Entered in error
41	Norfolk Scouts	Entered in error
40	Mr Stanford	Invoice Cancelled. No Data

Any cancelled invoice can be viewed by double clicking it within this list.

To print a list of cancelled invoices click '**Print Cancelled Invoices**'.
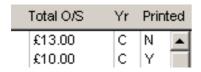
Norfolk Primary School - 9998

CANCELLED INVOICES (sorted by date cancelled)

Cancelled	Inv No	Date	Customer	Reason for Cancellation
01/06/11 by Stuart	3	01-Jun-11	Mr Adams	Entered in error
20/06/11 by Stuart	13	20-Jun-11	Sporty World	Entered in error
20/06/11 by Stuart	12	20-Jun-11	Sporty World	Entered in error
20/06/11 by Stuart	14	20-Jun-11	Sporty World	Entered in error

Print an Invoice

Invoices can be printed directly from within any individual invoice by clicking the on-screen printer icon (see above). Alternatively, Invoices can be printed from the "**Edit** / **Print Invoices**" screen by highlighting the invoice required and clicking the '**Print Invoice**' button.
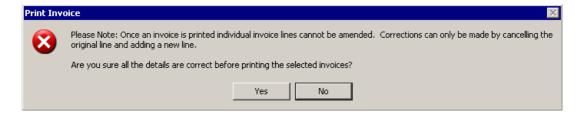
Please Note: Payments cannot be registered against invoices that have not been flagged as printed. Unprinted invoices are shown with "N" in the 'Printed' column.

Multiple invoices can be printed in a batch by highlighting as many invoices as required within the list. To automatically highlight all unprinted invoices click the '**Unprinted**' button.

If multiple invoices have been selected to print click the '**De-Select**' button once the printing is complete to remove their highlight.

Click '**Yes**' to print the invoice(s), or '**No**' to cancel.

Please Note: If a new line is added to a previously printed invoice it will be flagged as not printed again until it is reprinted to take account of the amendments made.

Number of Copies: The default number of copies when printing invoices can be changed from 1 copy by clicking here:
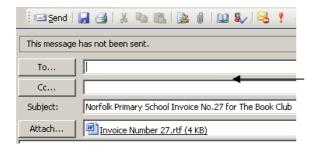
Enter the number of copies to be printed as a default, and then click '**OK**'.

Email an Invoice

This process will only be successful if Microsoft Outlook is installed as the default email client on the computer being used.

Highlight the invoice/invoices to be emailed within the outstanding invoices list and click '**Email Invoice**'.

An email address will be entered if one exists within the customers' details, if not please enter the required email address, and then click '**Send**'.

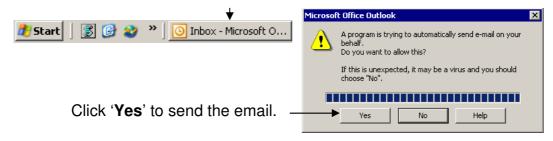This process will be repeated for each invoice that is highlighted within the outstanding invoices list.

Please Note: Multiple invoices can be selected to be emailed to the Customer to which they relate, by highlighting multiple invoices within the list. However, when emailing multiple invoices the email will automatically be sent by Star Accounts (i.e. it will not be previewed on screen as above).

Due to this reason any invoice highlighted where the Customer does not have an email address within their record (see Page 5) will be ignored and the invoice will not be emailed. A message box will appear stating the invoices that cannot be emailed if this is the case:

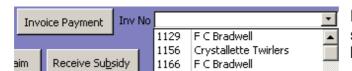Click 'OK' and the process will continue for those invoices that can be emailed. Emailing an individual invoice allows an email address to be added prior to sending.

If the system appears to freeze during this process an email prompt may be hidden behind Star Accounts. If you do not see the prompt on screen (as below) please click on the Microsoft Outlook tab within the start bar to view it:
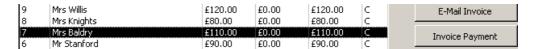

Click '**Yes**' to send the email.

Registering Payments

Registering payments received for invoices can be processed from the Debtors tab by clicking '**Invoice Payment**', and then selecting the relevant invoice number from the drop down list.
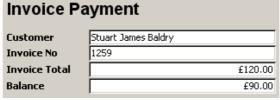

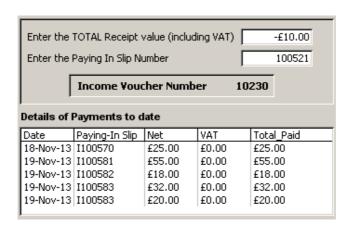**Please Note:** This list only shows invoices that have been printed.

Payments can also be registered via the '**Edit/Print Invoices**' screen by highlighting the relevant invoice and clicking "**Invoice Payment**".

The invoice details will be carried through from the original invoice selected above:

Invoice Payment

Customer	Stuart James Baldry
Invoice No	1259
Invoice Total	£120.00
Balance	£90.00

The '**Balance**' figure shows total outstanding for the current invoice after deducting any previous payments from the invoice total (as shown in the list at the bottom of the screen).

Enter the TOTAL Receipt value (including VAT)	-£10.00
Enter the Paying In Slip Number	100521
Income Voucher Number	**10230**

Details of Payments to date

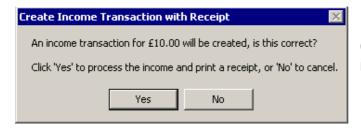| Date	Paying-In Slip	Net	VAT	Total_Paid
18-Nov-13	I100570	£25.00	£0.00	£25.00
19-Nov-13	I100581	£55.00	£0.00	£55.00
19-Nov-13	I100582	£18.00	£0.00	£18.00
19-Nov-13	I100583	£32.00	£0.00	£32.00
19-Nov-13	I100583	£20.00	£0.00	£20.00

Enter the total income received as a **negative** figure. A paying-in slip number **must** be entered. Alphanumeric text can be entered if required (e.g. AB502316). The 'Income Voucher Number' will be assigned by the system.

Receipt: If a **printed receipt** is required click the Printer button once the income has been entered.

Click '**Yes**' or '**No**' as required.

No Receipt: If a printed receipt is not required click the Exit button to save the income transaction.
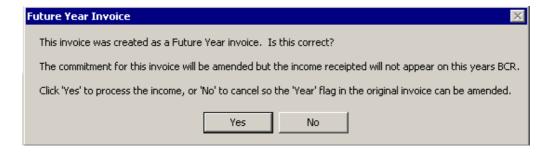
Click '**Yes**' or '**No**' as required.

Please Note: Clicking the Exit key without any income entered, or £0.00 entered into the receipt value field, will cancel the payment process and exit the screen without saving.

Future Year Invoices

When creating invoices as a future year invoice (i.e. the invoice relates to the next financial year) the 'Year' flag "**F**" is used. When registering payments against a future year invoice the following message will appear:

Click '**No**' to cancel the process and exit the payment screen, or '**Yes**' to continue.

Please Note: If '**Yes**' is selected the outstanding commitment for the selected invoice will be reduced / cleared but the income generated will not be included in the "**To Date**" and balances figures within the BCR. At year end these transactions will be rolled forward and will appear on the BCR from April of the new financial year.

Multi-VAT Invoices

If an invoice is raised with multiple VAT codes used within the line details any payment received will firstly be used to pay the VATable portion of the invoice. Therefore, when registering payments two lines of income may be entered: one with VAT and a balancing transaction without VAT.

For example, a two line invoice is entered for a total of £30.00, with £3.00 VAT entered against the first line and £0.00 VAT entered against the second line. If this invoice is paid in full in one payment the first transaction entered would be for the amount needed to cover the VAT and the second line would be the balance, in this case:

Transaction 1:   £18.00 Gross
                   £3.00 VAT
                   £15.00 Net

Transaction 2:   £12.00 Gross
                   £0.00 VAT
                   £12.00 Net

If the income being receipted is not sufficient to cover the VAT amount assigned to the invoice it will apportioned based on the figures entered. In the above example, if a payment of £15.00 is received one transaction would be entered with VAT apportioned based on the amount banked, in this case
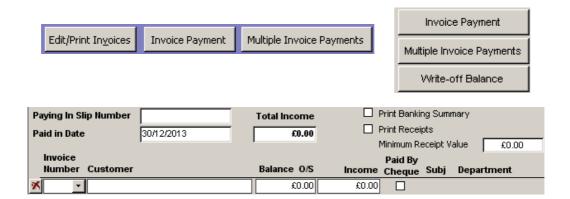
Transaction 1:   £15.00 Gross
                   £2.50 VAT
                   £12.50 Net

The remaining VAT (50p) will be apportioned against the next payment made.

Multiple Invoice Payments

To bank income for multiple invoices in one update click the '**Multiple Invoice Payments**' button, which can be found on both the '**Debtors**' tab of the Main Menu and within the '**Edit / Print Invoice**' screen.
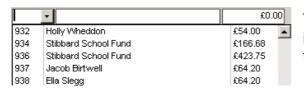

Paying In Slip Number: Enter the paying-in slip number to be assigned to the current banking update. If the number entered matches any previously entered banking the following message will appear:

Click '**No**' to re-enter a different paying-in slip number, or '**Yes**' to use the number entered. **Please Note**: If '**Yes**' is selected the banking summary and receipts (if chosen – see below) will include any previously made banking.

Paid In Date: Enter the date the banking took place. This will default to today's date when the screen is opened, but can be overwritten if required.

Invoice Number: Select the invoice that income has been received for from the drop down list.

The amount shown in the drop down is the total outstanding commitment for the invoice shown.

Customer: This customer that the original invoice was assigned to will be entered when an invoice number is chosen. This cannot be changed.
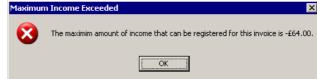
Balance O/S: This is the total outstanding for the selected invoice, and is shown for information purposes only. This cannot be overwritten.

Income: Enter the amount of income to be banked for the selected invoice. Income must be entered as a **negative** amount, and should not exceed the total outstanding for the selected invoice (as shown in the drop down list). An error message will appear if this is the case:

The total outstanding commitment also cannot be exceeded if multiple lines are being entered to register payments, for example, as cash and cheques have been received.

Paid by Cheque: Place a tick in the '**Paid by Cheque**' field by clicking it once, if the income was paid via a cheque. When the income is posted the description will state "(paid by cheque)" to distinguish it from cash payments.

If the customer has part paid the invoice by cheque and cash two lines should be entered; one with the cheque field ticked and one without.

Subjective / Department Code: The Subjective Code (Subj) and Department Code (if applicable) assigned to the original invoice will be shown for information purposes when an invoice is selected. These cannot be amended.

Receipts: Receipts can be printed from this screen when the income is processed by placing a tick in the '**Print Receipts**' field at the top of the screen.

The minimum value at which a receipt will be printed for can be set by entering an amount in the '**Minimum Receipt Value**' field. This is defaulted to £0.00 when the screen is opened (i.e. a receipt will be printed for all income logged against the current paying-in slip number), but this can be overwritten.

Banking Summary: A summary of the banking processed for the current paying-in slip number (including any previous banking if a duplicate number is being used) can be set to print after the income is processed, by placing a tick in the '**Print Banking Summary**' box at the top of the screen.
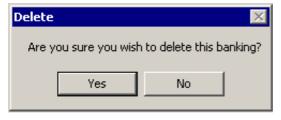
☑ Print Banking Summary

Paying-In Slip

Voucher Number	Paying-In Slip	Amount	Details	Department
10210	I100580	-£40.00	Income for Invoice 310	SKI 2014
	Total	**-£40.00**	**Mr Adams**	
10211	I100580	-£15.00	Income for Invoice 304	DT
	Total	**-£15.00**	**Mrs Kalu**	
10212	I100580	-£10.00	Income for Invoice 309	SKI 2014
	Total	**-£10.00**	**Marie Andrews**	
10214	I100580	-£120.00	Income for Invoice 313	
10215	I100580	-£20.00	Income for Invoice 313	
	Total	**-£140.00**	**Stuart Baldry**	
	Total Banking	**-£205.00**		

Amounts as above prepared and banked by...School Finance Assistant on ....

Amounts above checked with vouchers/receipts...School Finance Officer on ....

Delete a Line: To delete any banking from the current update click the '**Delete**' button against the row to be deleted.
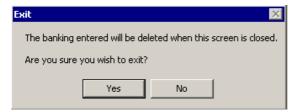
Click '**Yes**' to delete the line, or '**No**' to cancel.

Exit without Saving:

To exit the screen, without processing the banking listed, click the '**Exit**' button. **Please Note**: Any banking that has not been processed **will be deleted** when the screen is closed.

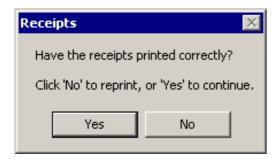Click '**Yes**' to exit the screen and delete the banking listed, or '**No**' to cancel.

Process Income

When all of the required income has been logged ensure that the total at the top of screen matches the banking to be made before clicking '**Process and Exit**'.

Total Income

-£335.00

Process

Are you sure you wish to process the banking totalling £335.00?

Yes   No

Click '**Yes**' to continue, or '**No**' to cancel to make further amendments. When '**Process and Exit**' is clicked any lines within this screen where no amount has been entered will de deleted.

Receipts

Have the receipts printed correctly?

Click 'No' to reprint, or 'Yes' to continue.

Yes   No

If the '**Print Receipts**' option was selected confirmation that the receipts have oriented correctly will be required before the process is completed.
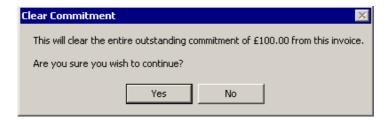
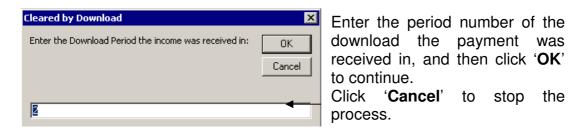Click '**No**' to reprint the receipts, or '**Yes**' to continue.

Payment Cleared by Download

If payment for an invoice is received via the monthly download the invoice should be marked as paid by highlighting the invoice within the outstanding invoices list, and then clicking '**Invoice Payment**'.
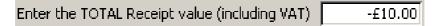
Click '**Cleared by Download**'.

Click '**Yes**' or '**No**' as required.

Enter the period number of the download the payment was received in, and then click '**OK**' to continue.
Click '**Cancel**' to stop the process.
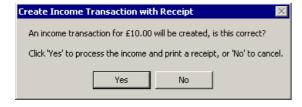
The current download period will be shown within this box as a default.

Payment Cleared by Direct Credit

If a payment for an invoice is received via an electronic bank transfer from the customer it should be marked as paid by highlighting the invoice within the outstanding invoices list, and then clicking '**Invoice Payment**'.

Enter the amount received in the receipt total box and click the '**Paid by Direct Credit**' button.

Click '**Yes**' or '**No**' as required.

The payment will be shown as "**IDD**" and the processing date within the Bank Reconciliation screen and Transaction Reporting.
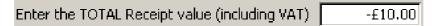
Clear Outstanding Balance

> **Please Note: This option must NOT be used to write off a bad debt (see below for guidance regarding bad debts).**

This option should be only used to receipt a payment for an invoice if:

1. The payment was entered as an income transaction instead of being receipted through the debtors system;
2. The hirer has cancelled part of a booking that has been part paid.

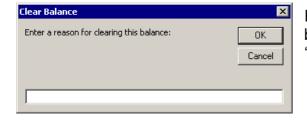Within the outstanding invoices list highlight the required invoice and click '**Invoice Payment**'.

Enter the TOTAL Receipt value (including VAT)　　　-£10.00

Enter the amount to be cleared and click the '**Clear Stated Balance**' button.

To remove the entire outstanding commitment of an invoice the full amount shown in the '**Balance**' field should be entered. To remove part of an outstanding commitment the amount entered must be the **Gross** value of the lines to be cleared (**i.e. Net Cost + VAT**). Please refer to the original invoice for these details.

Potential VAT Issue!

If you are clearing the stated balance because it has been paid as an income transaction you must ensure the VAT has been apportioned correctly (as stated on the invoice).

The Voucher Number of the income transaction should be included in the reason for clearing the balance.

OK

If a balance is being cleared because it has been entered into Star Accounts as an Income Transaction rather than being receipted through the invoice, the same VAT details as the original invoice **must** have been used within the income transaction. For example, a £35.25 invoice with standard VAT must have been entered as an income transaction with £35.25 Gross and the 'A' VAT Rate.

Clear Balance

Enter a reason for clearing this balance:

OK
Cancel

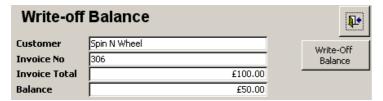Enter a brief reason for clearing the balance and click '**OK**'. Click '**Cancel**' to stop the process.

Please Note: You must not claim subsidies for a session that was cancelled.

Write-Off Bad Debts

Please Note: This process should only be undertaken when all procedures to request payment of monies owed have been exhausted (1st, 2nd, Final reminders and legal action if necessary), and permission has been received from the relevant authoriser to write off the outstanding commitment.
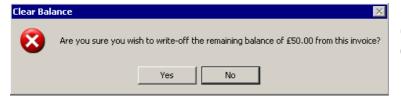
Please refer to the '**Bad Debt Policy**' documentation (Appendix 14 of the Finance Procedures Manual) for guidance on relevant authorisers.

If permission is given to write off a bad debt highlight the relevant invoice within the outstanding invoice list, then click "**Write-Off Balance**". **Please Note:** This process clears all of the outstanding '**Balance**' it does not give the option to part clear a balance.
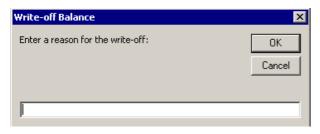
Click the '**Write-Off Balance**" button.

If the invoice relates to a subsidised letting, any outstanding subsidy can still be claimed even though the invoice has not been paid, as long as the actual hire took place. If any subsidy claims remain where the actual hire never took place these should be cleared as per the instructions given in this user guide.

Click '**Yes**' to continue or '**No**' to cancel.

If '**Yes**' is clicked enter a brief reason for the outstanding commitment being written off, then click '**OK**'.
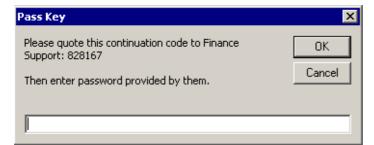
Write-Offs over £500

Any debtor to be written off for over £500 in value **must be agreed** by the Director of Schools Finance. Please contact your Finance Support Officer for further guidance regarding this process.
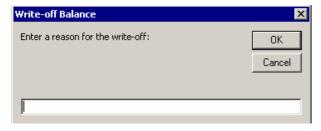
The following message will appear when 'Write-Off Balance' is clicked if the outstanding balance is over £500:

Click '**Yes**' if the required permission has been granted, or '**No**' to cancel.

Your Finance Support Officer will provide the password required based on the continuation codes stated.

If the correct password is entered a brief reason for the outstanding commitment being written off should be entered, then click '**OK**'.
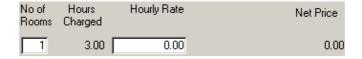
Refunds

Occasionally a refund to a customer may be required for a cancelled letting. For example, if a booking has been paid for that is cancelled due to bad weather. The original invoice cannot be cancelled once a payment / part payment has been registered, therefore the refund should be dealt with in one of the following ways:

Option 1 – Free Session

If the hirer is a regular customer it may prove useful to offer a free session the next time they book the facility.
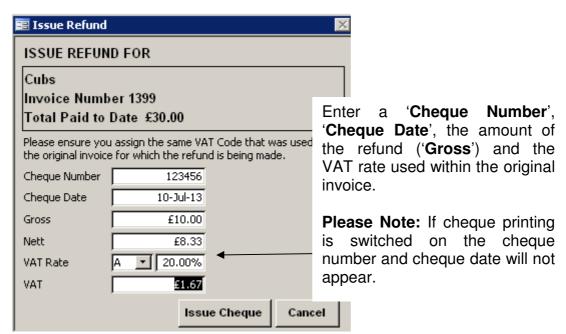
To enter a free session the '**Hourly Charge**' can be changed to £0.00 so that the '**Net Price**' for that session is £0.00.

No of Rooms	Hours Charged	Hourly Rate	Net Price
1	3.00	0.00	0.00
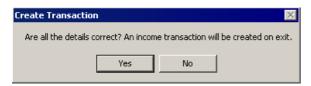
The '**Extra Details**' field should be used to detail why this session is being provided free of charge.

Option 2 – Issue Refund Cheque

From the outstanding invoice list highlight the relevant invoice and click "**Issue Refund Cheque**". If the original invoice was fully paid click the "**Show All**" button to show the original invoice.

Issue Refund

ISSUE REFUND FOR

Cubs
Invoice Number 1399
Total Paid to Date £30.00

Please ensure you assign the same VAT Code that was used the original invoice for which the refund is being made.

Cheque Number	123456
Cheque Date	10-Jul-13
Gross	£10.00
Nett	£8.33
VAT Rate	A 20.00%
VAT	£1.67

Issue Cheque   **Cancel**

Enter a '**Cheque Number**', '**Cheque Date**', the amount of the refund ('**Gross**') and the VAT rate used within the original invoice.

Please Note: If cheque printing is switched on the cheque number and cheque date will not appear.

Click "**Cancel**" to exit without creating the refund transaction. Click "**Issue Cheque**" to process the refund.

Click '**Yes**' to complete the refund, or '**No**' to cancel.

If the cheque printing function is switched on the refund transaction will need to be assigned a cheque number via the cheque run screen (see Section 10).

Please Note: A refund cannot be issued for more than has been receipted for an invoice. The following error message will appear if the amount entered exceeds the total received:

Split VAT Refunds
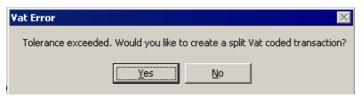
If an invoice containing multiple lines using different VAT rates is to be refunded a split VAT refund will need to be entered. This can be entered by selecting the chargeable VAT rate from the drop down list and overtyping the calculated VAT amount.

For example:

Line 1 (chargeable at 20% VAT)	£28.00
VAT Amount	£ 5.60
Line 2 (chargeable at 0% VAT	£12.00
Invoice Total	**£45.60**

By entering the invoice total and selecting the 20% VAT Rate ("**A**") £7.60 VAT will be calculated. Overtype this amount with the £5.60 required.

Gross	£45.60
Nett	£38.00
VAT Rate	A ▾ 20.00%
VAT	£7.60

Click '**Yes**'.

A summary of the transactions to be entered will be shown. The figures for the individual lines may not agree, however, as long as the VAT and Cheque Total agree to the refund this is acceptable.

Click "**Issue Cheque**" to process the refund, or 'Cancel' to exit without creating the refund.

Receiving a Subsidy Claim

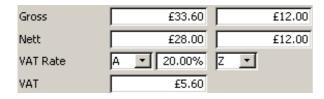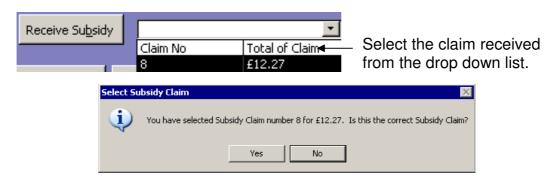Subsidy claims are paid via the monthly download and will appear on a download as specified in Annex III of the Lettings Policy. Once a subsidy claim has been included on a download it must be marked as received to remove the commitment from Star Accounts.
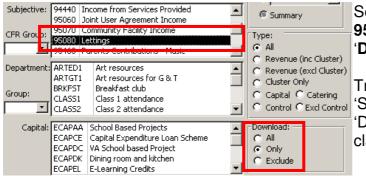
From the Debtors tab click '**Receive Subsidy**'.

Select the claim received from the drop down list.

Click '**Yes**' to confirm the subsidy details are correct, or '**No**' to cancel the process. If '**Yes**' is selected the commitment shown on the BCR relating to the selected claim number will be removed.

Please Note: When the subsidy claim is received at County Hall it will be validated to ensure that the claim is valid for the selected customer and the amount claimed is correct. The amount received on the download will be the amount that is payable according to the Lettings Policy, which **may differ from the amount claimed**. Therefore, the subsidy claim should be receipted when it appears on a download regardless of whether the amount paid matches the amount claimed.

The receipting of the subsidy will not create transactions – it simply removes the commitment from the BCR as the 'Actual' cost within the download replaces the commitment. Subsidies received via the download can be checked within the transactions report ('**Reports**' tab, '**Transaction Reporting**').

Select subjective code **95080** and select the '**Download Only**' option.

Transactions shown with 'Subsidised Lettings' as the 'Details' relate to subsidy claims.

Debtor Reporting

The following reports are available within the Debtors Menu.

Reports   Lettings Details   Outstanding Invoices   Subsidy Details   Aged Debtor
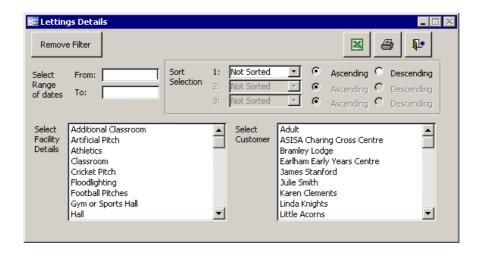
Payment Details

Lettings Details

Click '**Lettings Details**' to view a detailed list of all the lettings that have been entered in Star Accounts during the current financial year.

Lettings Details   Norfolk Primary School

Inv	Customer	Phone No	Date	Day	Start Time	End Time	Dept	Facility	No of Rooms	Additional Information
114	Julie Smith	01603 777777	26-Mar-10	Fri	09:00	10:30		Pool Cleaning		
114	Julie Smith	01603 777777	26-Mar-10	Fri	09:00	10:30		Swimming Pool (Heated Improver)		
117	Norfolk Primary Care Trust		22-Apr-10	Thu	10:00	13:00		Additional Classroom	1	Rooms, 1a, 1b, 2a, 2c, 3a
121	James Stanford		30-Apr-10	Fri	16:30	18:30	MUSIC	Additional Classroom	1	
123	Adult		28-Apr-10	Wed	12:00	14:00		Athletics - per meeting		
123	Adult		28-Apr-10	Wed	12:00	14:00		Classroom	1	
123	Adult		28-Apr-10	Wed	12:00	14:00		Swimming Pool (Heated Improver)		
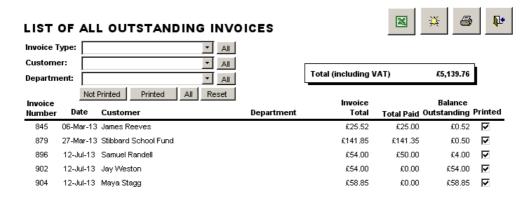
This report can be filtered by selecting a range of dates, a specific Facility or specific Customer (or a mixture of all three). Click '**Remove Filter**' to view all transactions if a filter has been applied.

This report can also be exported into Microsoft Excel by clicking the Excel button. Users will be required to browse the location to save the exported file to, which will be exported as Location Code and "Lettings Details as at" and the date, for example **9998 Lettings Details as at 21.02.20XX.xls**.

Outstanding Invoices
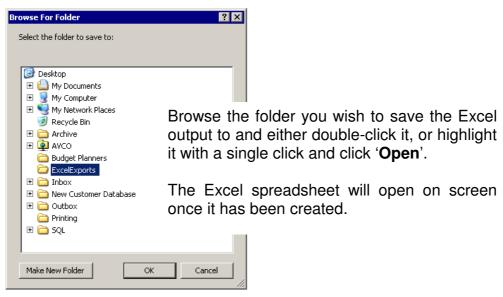
Click '**Outstanding Invoices**' to view a list of all invoices held within Star Accounts for which an outstanding commitment exists. This screen defaults to show all invoices. However, it can be filtered to display specific Invoice Types, Customers or Department Codes by selecting the required details from the drop down lists.

Click the '**Print**' button to print the list of outstanding invoices as shown on screen. **Please Note**: if a "Customer" has been selected in the filter options a 'Customer Statement' will be printed (as below).

The outstanding invoices list can be exported into Microsoft Excel by clicking the '**Excel Export**' button.

Browse the folder you wish to save the Excel output to and either double-click it, or highlight it with a single click and click '**Open**'.

The Excel spreadsheet will open on screen once it has been created.

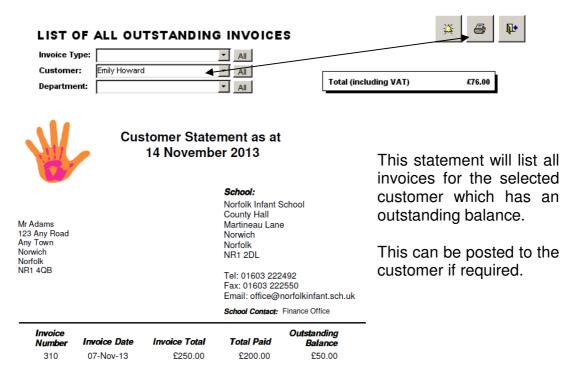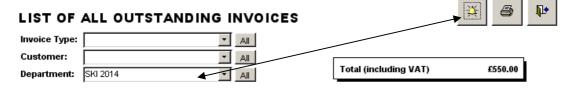|	A	B	C	D	E	F	G	H	I
1	Invoice Number	Year	Invoice Date	Supplier Name	Department	Invoice Total	Paid to Date	Balance O/S	Notes
2	417	C	06-May-14	Great Dunham Primary School		718.20	0.00	718.20	
3	421	C	12-May-14	Diocese of Norwich		475.00	0.00	475.00	
4	422	C	12-May-14	Norserve Ltd		44.00	0.00	44.00	

Customer Statements

To print a statement for a specific customer, showing all outstanding invoices assigned to them, select from required customer from the drop down list and click the '**Print**' button.

LIST OF ALL OUTSTANDING INVOICES

Invoice Type: _____ All
Customer: Emily Howard All
Department: _____ All

Total (including VAT)   £76.00

Customer Statement as at 14 November 2013

Mr Adams
123 Any Road
Any Town
Norwich
Norfolk
NR1 4QB

School:
Norfolk Infant School
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL

Tel: 01603 222492
Fax: 01603 222550
Email: office@norfolkinfant.sch.uk

School Contact: Finance Office

Invoice Number	Invoice Date	Invoice Total	Total Paid	Outstanding Balance
310	07-Nov-13	£250.00	£200.00	£50.00

This statement will list all invoices for the selected customer which has an outstanding balance.

This can be posted to the customer if required.

Activity Payment Reminders

If standard invoices have been raised against an activity department code (see Section 3) payment reminders can be produced from within the Outstanding Invoices screen.
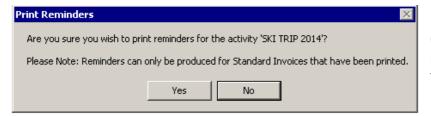
Select the required activity "**Department**" from the drop down list and then click the '**Reminders**' button.

LIST OF ALL OUTSTANDING INVOICES

Invoice Type: _____ All
Customer: _____ All
Department: SKI 2014 All
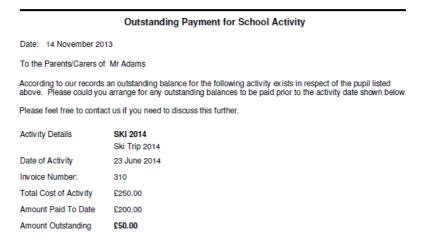
Total (including VAT)   £550.00

Reminders can only be produced if a department code is the only filter that has been applied to the screen, and the department selected has been registered as an activity (see Section 3).

Reminders cannot be sent for an activity if the "**Activity Date**" has been passed. In this case the Aged Debtor reminder process should be followed.

Please Note: Activity reminders can only be produced for standard invoices assigned to the activity department code. These invoices must also have been printed. Any non-standard and unprinted invoices will be ignored during this process.

Click '**Yes**' to print reminders or '**No**' to continue.

Outstanding Payment for School Activity

Date: 14 November 2013

To the Parents/Carers of Mr Adams

According to our records an outstanding balance for the following activity exists in respect of the pupil listed above. Please could you arrange for any outstanding balances to be paid prior to the activity date shown below.

Please feel free to contact us if you need to discuss this further.

Activity Details	**SKI 2014**
	Ski Trip 2014
Date of Activity	23 June 2014
Invoice Number:	310
Total Cost of Activity	£250.00
Amount Paid To Date	£200.00
Amount Outstanding	**£50.00**

Subsidy Details

Click '**Subsidy Details**' to view a report detailing the lettings included on a specific subsidy claim.

Enter the subsidy claim number if known and click '**OK**'.

Leave blank to view all subsidy claims.

Customer	Inv No	Date of Hire and Facility		Subsidy Amount	Subsidy Date	Subsidy Received
Crystallette Twirlers	1067	14-Dec-12	Gym or Sports Hall	£4.01		
Crystallette Twirlers	1067	07-Dec-12	Gym or Sports Hall	£4.01		
			Total of Subsidy Claim 5	£8.02	17-Dec-12	06-Feb-13
Crystallette Twirlers	1117	22-Feb-13	Gym or Sports Hall	£4.01		
Crystallette Twirlers	1067	21-Dec-12	Gym or Sports Hall	£4.01		

Please Note: This report only shows received subsidies.

Aged Debtor Report

Click '**Aged Debtor**' to view a report detailing all outstanding debtors' commitments (excluding subsidy amounts) according to their age.

		Amounts Outstanding			
	Current	>3 Wks	>6 Wks	>9 Wks	Total
Adult Education	£0.00	£0.00	£0.00	£36.46	£36.46
Helen Massy	£250.00	£0.00	£0.00	£0.00	£250.00
Marie Andrews	£250.00	£0.00	£0.00	£0.00	£250.00
Mr Adams	£50.00	£0.00	£0.00	£0.00	£50.00
Mrs Kalu	£0.00	£61.20	£0.00	£0.00	£61.20
Spin N Wheel	£0.00	£0.00	£0.00	£75.00	£75.00
Grand Totals	£550.00	£61.20	£0.00	£111.46	£722.66

Amounts shown within the "**Current**" column are those with an outstanding balance that is not yet overdue by the weeks ("**Wks**") shown.

The date used to determine when a debtor becomes "aged" depends on the coding of the original invoice. If the original invoice was assigned to a department registered as an activity the activity date overrides the invoice date. If no department was assigned, or the department used is not an activity, the original invoice date will be used.

The default view for this report is the summary level, which totals all of the invoices for each customer on one line.

To view a detailed list of the invoices which contribute to the summarised list, click the '**Detailed**' flag.

Inv No	Invoice Date	Activity Date	Invoice Total	Paid to Date	Current	>3 Wks	>6 Wks	>9 Wks	Total
305	22-May-13		£36.46	£0.00	£0.00	£0.00	£0.00	£36.46	£36.46
Adult Education					**£0.00**	**£0.00**	**£0.00**	**£36.46**	**£36.46**
308	07-Nov-13	23-Jun-14	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00	£250.00
Helen Massy					**£250.00**	**£0.00**	**£0.00**	**£0.00**	**£250.00**

The detailed report provides one line per invoice for each customer shown.

Remember: If the activity date is blank the invoice date is used to determine the age of the invoice, if an activity date exists the activity date is used.

As per Appendix 14 (Bad Debt Policy) of the Finance Procedure Manual outstanding invoices should be chased 3, 6 and 9 weeks after their due date. Aged Debtor reminders can be produced within the Aged Debtor report by selecting the required reminder from the drop down list in the '**Aged Debtor Type**' form.

**Final Customer Reminder as at
14 November 2013**

Adult Education
c/o Wensum Lodge

School:
Norfolk Infant School
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL

Tel: 01603 222492
Fax: 01603 222550
Email: office@norfolkinfant.sch.uk
School Contact: Finance Office

Invoice Number	Invoice Date	Invoice Total	Total Paid	Outstanding Balance	Days O/S
305	22-May-13	£36.46	£0.00	£36.46	176
		Total Outstanding		£36.46	

Payment Details

Click '**Payment Details**' to view invoice payments including those cleared by the Download and any amounts written off. You can revise the selection from the Invoice Type screen, the default setting being 'Both'.

Payments Received for Debtors Income (Inclusive of VAT)

(All Invoices)

Income Received by Payment

Inv	Date	Customer	Amount	Paying-In Slip Number
48	04/10/2010	ADULT	£11.75	IDD 04/10/10
51	04/10/2010	Cubs	£171.95	IDD 04/10/10
53	18/10/2010	Alan Ives	£1.00	IDD 18/10/10
53	12/10/2010	Alan Ives	£20.00	I2
53	18/10/2010	Alan Ives	£1.00	IPaid by Direct Credit

Payment History Report

To view a report showing payments made against an invoice, firstly highlight the required invoice in the 'Edit / Print Invoices' screen, and then click the '**Payment History**' button.

Payment History for Invoice Number 310

Mr Adams
123 Any Road
Any Town
Norwich
Norfolk
NR1 4QB

Norfolk Infant School
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL

Tel: 01603 222492
Fax: 01603 222550
Email: office@norfolkinfant.sch.uk

School Contact: Finance Office

Payment Date	Yr	Net	VAT	Gross	Paying-In Slip Number	Payment Type
04-Dec-13	P	£1.00	£0.00	£1.00	I198	Cash / Cheque
10-Feb-14	P	£20.00	£0.00	£20.00	I203	Cash / Cheque
06-Mar-14	P	£10.00	£0.00	£10.00	I206	Cash / Cheque
24-Mar-14	P	£5.00	£0.00	£5.00	I208	Cash / Cheque
24-Mar-14	P	£5.00	£0.00	£5.00	I209	Cash / Cheque
07-May-14	C	£5.00	£0.00	£5.00	I210	Cash / Cheque
		Total Payments		£46.00		

This report shows all payments made along with any balances cleared / written off.

Please Note: This report does not show any subsidies received or due for an invoice, and will not show any refund cheques issed to the customer.

Payments shown with a "**P**" year ("**Yr**") were paid during a prior financial year (i.e. they will not appear in this years transactions listing.

Invoice Summary				
Net	£300.00	Activity Date	11 November 2013
VAT	£60.00	Department	SKI 2014
Total Charge	£360.00	Activity Description	Ski Trip 2014
Total Payments	£100.00		
Total Outstanding	£260.00		

A summary of the original invoice total, payments made and balance outstanding is shown at the bottom of the report. If the department code assigned to the selected invoice was registered as an activity within the department screen (see Section 3) the details entered for the activity will be shown. If no department was entered against the invoice, or it was not marked as an activity, these details will not be shown.

View Invoices for a Specific Customer

Highlight a customer within the 'Add new Customer' screen, by clicking it once, and then click '**Transaction Report**'.
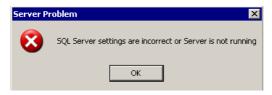
Transaction Report

This will open a report containing all invoices processed for the selected customer.

This total relates to all reconciled and unreconciled transactions
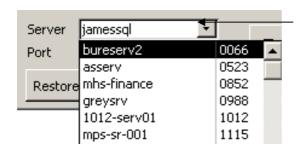
Click to Print   Click to Exit

Transactions Per Customer

Crystallette Twirlers

Total for Customer is -£92.42

◯ Sort by Invoice No.
◯ Sort by Paying-In Slip

Invoice No.	Net Amount	Vat	Gross Amount	Paying-In Slip	Paid in Date	Reconciled	Statement No.	Period	Year
1117	-£92.42	£0.00	-£92.42	I500347	18/03/2013	☑	76	1	2013

SQL Server Settings Incorrect Error

If this error message appears when a user logs in to Star Accounts click '**OK**' and try the following:

The '**Server**' shown will be the last server selected for the datafile.

Select the correct server name from the drop down list or manually type in the server name, then click the Exit button.

The user should then be able to log into Star Accounts.

If the '**Server Problem**' error message appears again please ensure that:

A) The server is switched on.

B) The user has **Full Read** / **Write** permissions to all folders within the 'Star' folder held on the server.

If the user still cannot log into the system after taking the above steps please contact Accounting Software Support on 01603 222550 for further assistance.

Creating Shortcuts for Additional Users

If you wish to create shortcuts for additional Star Accounts users you **must ensure** that the additional user has **full read/write** access to the Star folder located on the server before proceeding.

Open the '**Star\Backup**\' folder on your server.
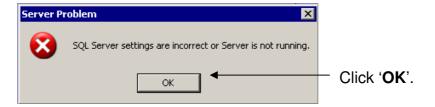
Copy the '**Star Accounts.mdb**' file and paste it onto the desktop of the new users' computer. Alternatively, copy the '**Star Accounts.mdb**' file from an existing users' computer and paste it onto the desktop of the new users' computer.

Once the file has been copied to the desktop of the new users' machine, double click the file.

When logging in for the first time after creating the shortcut the following message will appear:

Click '**OK**'.
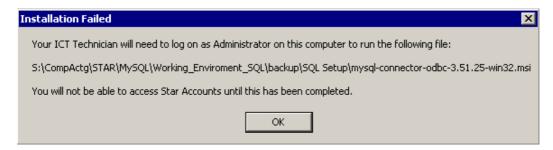
The server name shown should be the correct server for your school. If it is not either select the required server from the drop down list or manually enter the server name, and then click the '**Exit**' key.

Once the '**Exit**' key has been clicked Star Accounts will attempt to install the ODBC driver required to access your schools datafiles on the server. This process can only be completed if the current user logged onto the computer has Administrator access rights (i.e. can install programs onto the computer).

If the current user has adequate privileges on the computer the "**Server Selection**" form will close and the "**Select a Datafile**" screen will open listing the schools current datafiles.

Double click the required datafile to log-in.

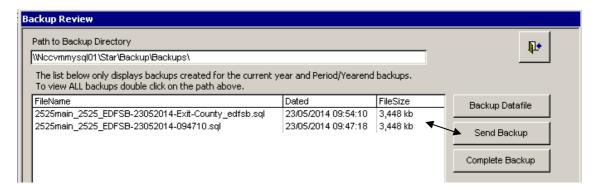If the current user is unable to install the required ODBC driver the following message will appear:

Click '**OK**'. The folder containing the file to be installed will open on screen and Star Accounts will close. Your ICT technician will then need to log on as the Administrator and run the specified file. Double click the file and click '**Next**' to all prompts until '**Finish**' appears.

The default options within the installation file do not need to be changed during this process.

The user should then be able to log into Star Accounts. If the user cannot log into the system, contact Accounting Software Support (01603 222550) for further assistance.

Sending Backups to County Hall

The process to send a backup of your datafile to County Hall is completed within the '**Backup Review**' screen ('**Options**' tab).
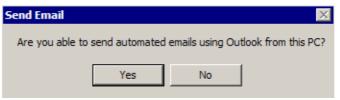
Within the list of backups highlight the backup you wish to send and then click '**Send Backup**'.

Click '**Yes**' to attempt to send the file via Microsoft Outlook, '**No**' to send the file via AVCO AnyComms or '**Cancel**' to stop the process.

Via Email: If you clicked '**Yes**' to the above message the following process will be carried out.

The email functions within Star Accounts have been designed to work with **Microsoft Outlook**, if this is installed and open on your computer click '**Yes**' to this message.

An email will then open with the selected backup attached to be sent to efs.ca@norfolk.gov.uk.

Add any details as required to the email and click '**Send**'.

If you cannot send automated emails from your computer click '**No**' to the above message. A copy of the selected backup will then be saved to your Output Path location (usually the AVCO Outbox).

Click '**OK**'. The output path location (where the backup file was saved to) will then open on screen. The backup file should then be manually attached to an email and sent to efs.ca@norfolk.gov.uk.

Via AVCO AnyComms: If you clicked '**No**' to the Send Backup message to send the file via AVCO the following process will be carried out.

  Click '**OK**'.

AVCO AnyComms will then open and a call should be started to send the file to County Hall, (if AVCO is installed on the computer being used to send the backup).

Restoring from a Backup

If you wish to restore your datafile from a backup due to corruption etc you **MUST** call Accounting Software Support (01603 222550) before attempting the following procedure.

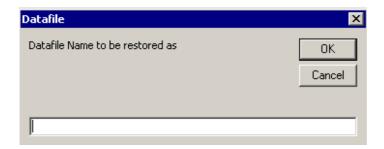The procedure is completed via the '**Select a Datafile**' screen.

Double Click here

Click '**Restore Datafile**'.

A browse file box will then appear. Please browse in the backup file to be restored. This should be held within the '**\Star\Backup\Backups**' folder on the server.

Please Note: The dates and times that backups are made are included in the filename after the first hyphen.

Double click the file to be restored.

Once you have double clicked or opened the backup file to be restored you **must** rename the 'Datafile Name to be restored as' the correct datafile name:

Current Year Datafiles **must** be restored as Main / Schoolfund / ChildrensCentre etc. Prior Year Datafiles must include the year code e.g. Main20XX / Schoolfund20XX.

The default '**Original File Type**' should match the datafile name entered above. Click '**OK**' to continue.

The restoration process will take several minutes to complete.

Once the file restore is complete this screen will be able to be closed. If the Exit button is clicked and the form remains open the restoration has not completed.

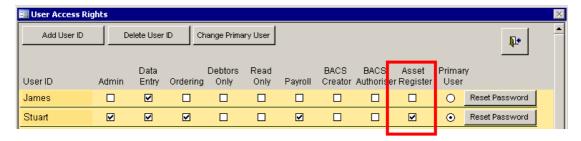Log-in to the restored datafile as normal and ensure that the restore has been successful.

The Asset Register Module is only available in the SQL version of Star Accounts. Please contact Accounting Software Support if you wish to purchase this module.
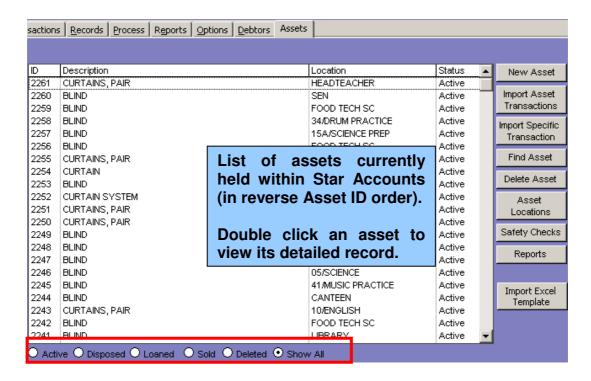
Getting Started

To access the Asset Register package the '**Asset Register**' option must be activated within the Schools Details screen (see Section 2).

All users that are required to access the Asset Register must also have this option assigned to their User ID (see Section 2).

Once activated an '**Assets**' tab will appear on the Main Menu.

Select a filter option if you wish to view a specific type of asset only.

Please Note: If an asset is marked as Sold, Disposed or Deleted the detailed record will be locked so that further changes to the detailed record cannot be made when viewed via double clicking it within the asset list.

Asset Locations

All assets held within the Star Accounts Asset Register must be assigned to a location within the school. From the '**Assets**' tab, click '**Asset Locations**'.

Location   **Inactive**

Enter the name you wish to use as the location. If assets were transferred from the FileMaker Asset Register this list will be pre-populated with the locations that existed in FileMaker.
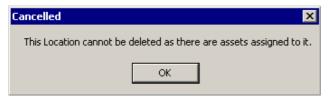
Delete / Inactivate Location

To delete a location click the '**Delete**' button next to the required location.

To inactivate a location place a tick in the '**Inactive**' field of the required location.

A location cannot be deleted or inactivated if assets are assigned to it. An error message will appear if this is the case:

Cancelled

This Location cannot be deleted as there are assets assigned to it.

OK

Click '**OK**'.

To view the assets assigned to the location you are attempting to delete/inactivate double click the location.

Asset Inventory Report   Norfolk High School - 2444

Location: 021 / STAFFROOM

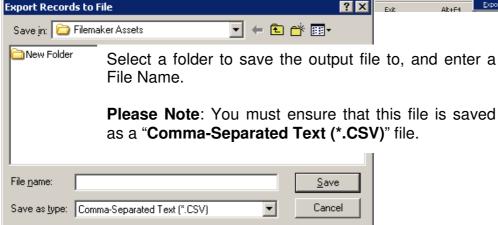| Asset	Description	Supplier	Make	Model	Serial Number	Qty	Purchase Date	Price Each	Total	Status
255	WIRELESS ACCESS POINT	TOB	MERU			1	05-Sep-12	£395.58	£395.58	Active
256	EXTINGUISHER	TOB		6 LITRE TRICLASS FOAM		1	05-Sep-12	£0.00	£0.00	Active
257	PROJECTOR SCREEN	TOB	BRETFORD	WALL MOUNTED	BLACK	1	05-Sep-12	£85.00	£85.00	Active

Entering Assets

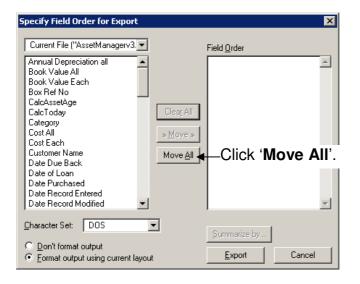## Importing Assets from FileMaker

The ability to import assets held within the FileMaker Asset Register as a starting point for the Star Accounts Asset Register is included when the Asset Register is activated within Star Accounts.

Please Note: The FileMaker Take on Balance (TOB) option is only available whilst there are no assets held within Star Accounts. As soon as 1 asset has been created the option will be removed.
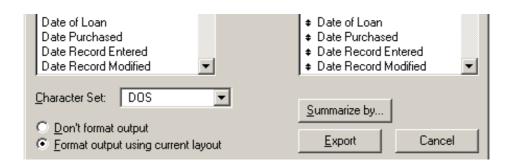
Create Import File: Whilst viewing the FileMaker Asset Register Menu select '**File**', '**Import / Export**' and then '**Export Records**'.

Select a folder to save the output file to, and enter a File Name.

Please Note: You must ensure that this file is saved as a "**Comma-Separated Text (*.CSV)**" file.
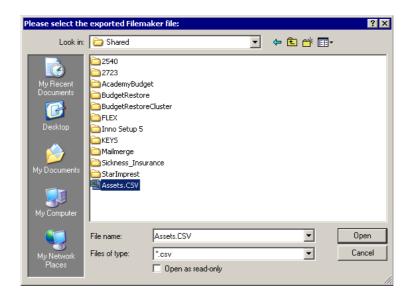

Click '**Move All**'.

Please Note: If any fields are already listed in the 'Field Order' section you must click '**Clear All**' before selecting the '**Move All**' option.

Click '**Export**' to create the required file.

Import FileMaker Assets: Once the FileMaker file has been created (as above) select the '**Assets**' tab and click the '**FileMaker TOB**' button,

Browse in the file created from FileMaker and then either double click it, or highlight it with a single click and then click '**Open**'. Star Accounts will then import the details held within the import file.

A message confirming the number of assets imported will appear once the import is complete. Please ensure this seems a reasonable number for your school before continuing.

FileMaker Import Data Validation

When FileMaker asset records are imported into Star Accounts the following changes will be made to the data to meet the minimum Star Accounts Asset Register requirements. These details should be changed to the correct details within the "Detailed Asset Record" (by overtyping or reselecting the required data) as soon as possible.

Supplier – If a supplier assigned to an asset within FileMaker matches either a supplier name or cheque payable name within Star Accounts it will assigned to the asset within Star Accounts. All assets without a matching supplier, or where no supplier was entered, will be assigned to the supplier "TOB". This should be changed within the detailed record at a later date.

If a supplier was entered within FileMaker but no corresponding supplier can be found within Star Accounts the description of the asset will be amended to state the FileMaker supplier within brackets:

102	AMPLIFIER (Dolphin Music)	HALL	Active
101	TELEVISION	LIBRARY STORE	Active

Please Note: The supplier name in the FileMaker file **must exactly** match a supplier, or Cheque Payable, name within Star Accounts for "TOB" not to be entered.

Purchase Date – If a purchase date does not exist in the FileMaker file the date the import was carried out will be entered.

Purchase Price – If a purchase price does not exist in the FileMaker file it will be set to £0.00 within Star Accounts.

Quantity – If the quantity does not exist in the FileMaker file it will be set to 1 Star Accounts.

Description – If a description does not exist in the FileMaker file it will be set to "No Description in Import File" within Star Accounts.

Location – If a location does not exist in the FileMaker file it will be set to the first Location that exists within Star Accounts.

Asset Status – If a status does not exist in the FileMaker file it will be set to '**Active**' within Star Accounts.

Asset Category – This will be set to "Central Resource" for all assets that are not assigned to a category within FileMaker.

Depreciable Life – This will be set to the default Depreciable Life for the asset category selected, unless a depreciable has been entered within FileMaker (this will be 60 months for "Central Resource").

Replacement Date – This will be updated to the purchase date plus the depreciable life, unless a date was entered in FileMaker.

Replacement Cost – If a replacement cost was not entered within FileMaker the replacement cost will be set to the purchase price. If no purchase price exists the replacement cost will be set to £0.00.

Salvage Value – This will be set to £0.00 if none exists within FileMaker.

Sold Assets: If an asset is imported with the Status 'Sold' the following amendments will be made where no data exists within FileMaker:
     Date: This will be set to the import date.
     Sold To: This will be set as "Sold Prior to Conversion".
     Value: The sale price of the asset will be set to £0.00.

Disposed Assets: If an asset is imported with the Status 'Disposed' the following amendments will be made where no data exists within FileMaker:
     Date: This will be set to the import date.
     Sold To: This will be set as "Disposed Prior to Conversion".
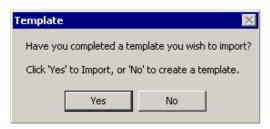   Value: The disposal price of the asset will be set to £0.00.

Loaned Assets: Loaned Assets cannot be imported into the Star Accounts Asset Register as the loanee details are not held within the FileMaker export. When imported, all loaned assets will be changed back to '**Active**' status and a report detailing the assets amended will be printed for the school to use to re-input the current loanee details.
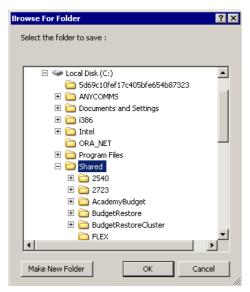
Importing Excel Template

A Microsoft Excel asset template can be created from the '**Asset**' tab, in which asset details can be entered to be imported into Star Accounts. This may prove to be useful if you did not previously use the FileMaker Asset Register, or have an excel output that is not in the required format to be imported into Star Accounts.

Create a Template: From the '**Assets**' tab click '**Import Excel Template**'.
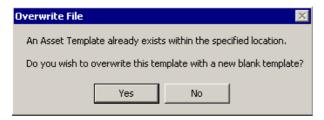
Click '**No**'.

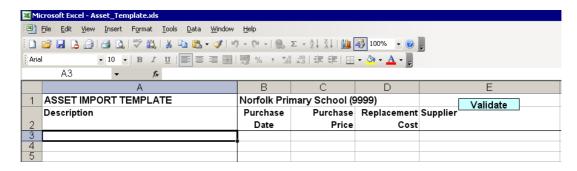Browse in a folder you wish to save the template to, and then click '**OK**'.

The template will be given the name 'Asset_Template.xls' when exported, which must not be changed.

If a template already exists within the folder selected above the following message will appear:

Click '**No**' to cancel, or '**Yes**' to **overwrite** the existing template with a blank copy.

The template will open on screen once it has been created.

Please Note: The template enables users to enter data into rows 3 to 5000. If more rows are required multiple copies of the template should be created.

Data Required: Please enter the following data for each asset. Each field listed is mandatory unless stated as optional.

Description – A short meaningful description of the asset.

Purchase Date – Enter the date the asset was purchased. This should entered in the format DD/MM/YYYY, e.g. 01/09/2013

Purchase Price – Enter the original **gross** purchase price of the asset (i.e. including VAT).

Replacement Cost (optional) – Enter a replacement cost for the asset if one is known. This will automatically be set to £0.00 when imported if left blank.

Supplier – Select a supplier from the drop down list. This list is exported into the template from Star Accounts when the template is created.

Only suppliers shown can be entered.

Make (optional) – Enter the name of the manufacturer of the asset.

Model (optional) – If the asset has a model number enter it here.

Serial Number (optional) – If the asset has a unique Serial Number enter it here. This will enable the asset to be accurately traced back to its record if required.

Quantity – Enter the number of assets the record relates to. Multiple items of the same asset can be entered as one record if required. Please be aware however that this may lead to issues when selling or disposing of an asset that was listed against a multiple record.
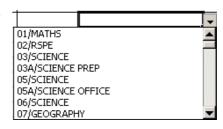
Location – Select a location from the drop down list. This list is exported into the template from Star Accounts when the template is created.
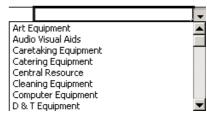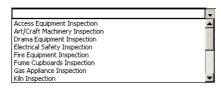
Only locations shown can be entered.

Asset Category – Select an asset category from the drop down list. This list is exported into the template from Star Accounts when the template is created.

Only asset categories shown can be entered.

Safety Checks (optional) – Select the type of safety check / maintenance that the asset will be required to undertake from the drop down list. This list is exported into the template from Star Accounts when the template is created.
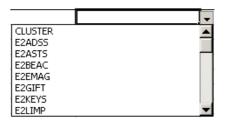
Only safety checks shown can be entered.
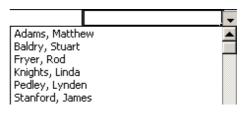
If an asset will be required to have more than one safety check performed upon it the category chosen should be the **most appropriate** / **important** safety check. For example, electrical items will be required to have PAT testing performed annually but may also fall under the "Fire Equipment Inspection" category, in which case the Fire Equipment check should be selected.

Department (optional) – Select a department from the drop down list if the asset relates to a specific department. This list is exported into the template from Star Accounts when the template is created.

Only departments shown can be entered.

Staff Name (optional) – Select a staff members name from the drop down list if the asset is responsibility of a specific member of staff, or was purchased solely for the use of one member of staff. This list is exported into the template from Star Accounts when the template is created.
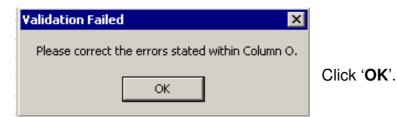
Only staff members shown can be entered.

Validate Assets: When the asset details have been entered the data entered must be validated before it is imported into Star Accounts. Star Accounts will reject any template that has not passed the validation process.

Click '**Validate**'. Once this has been clicked the spreadsheet will ensure that each of the mandatory details required above have been entered within each asset entered.

If any data is missing the following message will appear:

Click '**OK**'.

The first issue found within each asset will be reported in Column O. The colour of the cell will be changed to peach to highlight the row required.

Enter the Location
Enter the Quantity Purchased
Enter the Asset Category

Correct the issue stated and click '**Validate**' again.

Please Note: any changes made to the spreadsheet will require the 'Validate' button to be clicked again before the template can be imported into Star Accounts.
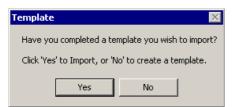
If all assets entered into the template pass the validation process the following message will appear:
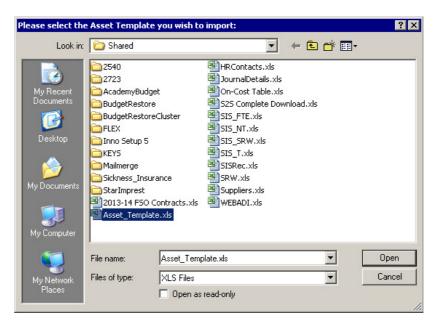
Click '**OK**'. The template can then be imported into Star Accounts.

Import the Template: When a validated asset template is ready to be imported into Star Accounts click the '**Import Excel Template**' button.

Click '**Yes**'.
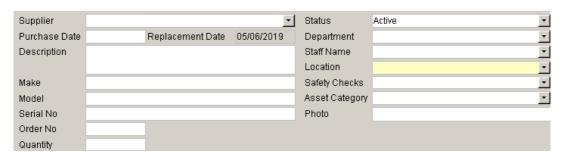
Browse in the "Asset_Template.xls" file and then either double click it, or highlight it with a single click and then click '**Open**'. Star Accounts will then import the template.

Click '**OK**'.

Manually Creating an Asset

To manually create a new asset click the '**New Asset**' button
within the '**Assets**' tab.

Supplier		Status	Active
Purchase Date	Replacement Date 05/06/2019	Department	
Description		Staff Name	
		Location	
Make		Safety Checks	
Model		Asset Category	
Serial No		Photo	
Order No			
Quantity			

Click the '**Cancel**' button at any point to cancel the creation of the
asset.

Click the '**Exit**' key to save the asset to the register.

Once the exit key is clicked Star Accounts will validate the date entered. As a
minimum the asset record will require a Supplier, Purchase Date and Price,
Description, Quantity, Category, Location and Depreciable Life – see details
below.

An error message will appear if any of these details are missing. The asset
will not be added to the register until all required details are entered, or
'**Cancel**' is clicked to delete the asset.

Details Required: When creating a new asset as much of the following
details as possible should be entered.

Supplier: Select the supplier that the asset was purchased from within the
drop down list.

Supplier	ESPO		Status
Purchase Date	ESPO	Barnsdale Way	
Description	Essential Resources	Freepost RRYC-LSHL-KKZ	
	Essex and Suffolk Water	PO Box 292	
	Essex Cricket	The Ford County Ground	
Make	Euro RSCG Riley	Concord House	

Please Note: Unlike transactions and ordering this list will also include
'**Inactive**' suppliers (as previous assets may be assigned to an inactive
supplier), therefore, care should be taken to ensure the correct supplier is
selected.

Purchase Date: Enter the date that the asset was purchased (usually the Invoice Date).

Replacement Date: This field is not manually updatable. A date will be entered into this field when the '**Depreciable Life (Months)**' of the asset is entered. The date entered will be the purchase plus the depreciable life.

Description: Enter a meaningful description of the asset.

Make: Enter the name of the manufacturer of the asset.

Model: If the asset has a model number enter it here.

Serial Number: If the asset has a unique Serial Number enter it here. This will enable the asset to be accurately traced back to its record if required.
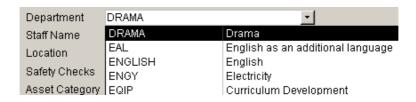
Order No: If the asset was originally purchased via a Purchase Order within Star Accounts that order number should be entered here. This should only be required if the asset was not flagged as an asset within the original order (see Section 7, Page 3 of the Star Accounts User Guide).

Transactions / Orders flagged as assets should be imported following the instructions given below.

Quantity: Enter the number of assets purchased. Multiple items of the same asset can be entered as one record if required. Please be aware however that this may lead to issues when selling or disposing of an asset that was listed against a multiple record.

Status: This will be listed as '**Active**' and **cannot** be changed when adding a new asset.

Department: If you wish to show the asset against a specific department, for example, printers against an ICT department, select it from the drop down list.

Staff Name: If an asset is to be the responsibility of a specific member of staff, or was purchased solely for the use of one member of staff, select their name from the drop down list.

Location: Select a 'Location' from the drop down list.

If the required location does not exist double click within this list to open the 'Create Location' screen and enter the required new location.

Safety Checks: Select the type of safety check / maintenance that the asset will be required to undertake from the drop down list.

If an asset will be required to have more than one safety check performed upon it the category chosen should be the **most appropriate / important** safety check. For example, electrical items will be required to have PAT testing performed annually but may also fall under the "Fire Equipment Inspection" category, in which case the Fire Equipment check should be selected.

Asset Category: Select the most appropriate category that the asset falls under from the drop down list.
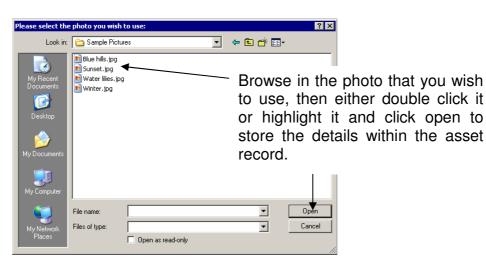
Please Note: Each asset category has a pre-defined 'Depreciable Life' associated with it therefore when the category is selected the 'Depreciable Life' and 'Replacement Date' will be amended.

Photo: If you have a photo of the asset that you would like to appear on the 'Detailed Asset Report' click the 'Photo' field.

Click '**Yes**' to continue, or '**No**' to cancel.

Browse in the photo that you wish to use, then either double click it or highlight it and click open to store the details within the asset record.

Please Note: When a photo is selected a copy of the photo will be made in a folder called '**Library_Assets**' within the 'Star' folder on your server, with the asset number as the filename.

It is the path to the photo held on the server that will be saved with the asset record.

Depreciation Details: To enable the Asset Register to calculate the Net Value of an asset the following details should be entered within the '**Depreciation**' tab:

Purchase Price: Enter the **Net** price of the asset (i.e. excluding VAT).

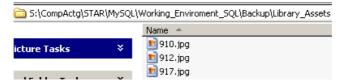**Depreciable Life (Months):** Enter the number of months that you expect the asset to be in use for within the school. A figure will be pre-populated in to this field when a 'Category' is selected (see above), however, this can be overtyped if required).

Please Note: Any changes to the number of months entered here will affect the replacement date of the asset (see above).

Replacement Cost: An estimate of the likely **Net** replacement cost for the asset should be entered. This figure will be used as a guide when looking at future purchasing requirements, therefore, unless an actual replacement cost is known the Purchase Price should be entered as the Replacement Cost.

Salvage Value: Enter an amount here if it is expected that the asset will have a value at the end of its Depreciable Life (i.e. an amount that the asset could reasonably be sold for).

Annual Depreciation: This is an amount calculated by the system and cannot be manually overwritten. It is calculated as the (Purchase Price / Depreciable Life) * 12 months.

Depreciation to Date: This is an amount calculated by the system and cannot be manually overwritten. This is the amount of depreciation accrued by the asset from the purchase date to today's date.
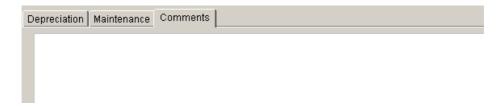
Net Value: This is an amount calculated by the system and cannot be manually overwritten. It is calculated by deduction the Depreciation to Date from the Purchase Price of the Asset.

Maintenance / Safety Checks: Any maintenance / safety checks performed on an asset should be entered into the asset record via the '**Maintenance**' tab.

When creating a new asset a '**Next Scheduled Maintenance**' date should be entered for reporting / monitoring purposes.   If the asset has already had maintenance / safety checks carried out on it these can be entered at this point (see below).

Additional Comments: Any additional comments that are required which are not covered by any of the other data entered asset can be typed into the '**Comments**' tab.

For example, you may wish to make general comments about the condition or appearance of the asset which you do not want to add to the assets description.

Import Assets from Transactions

When a transaction or order is entered into Star Accounts it can be flagged as an Asset (see Section 7, Page 3, and Section 8, Page 2 of the Star Accounts User Guide for details).

The details held within these transactions can be imported into the Asset Register by clicking the '**Import Asset Transactions**' within the '**Assets**' tab.
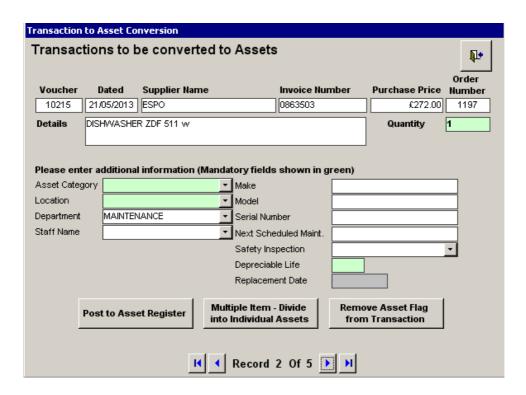
Import Asset Transactions

Please Note: To be imported an asset needs to have either been paid for, or is awaiting payment on the Cheque Run screen, to be picked up by this process. Committed assets (i.e. Outstanding Orders) that have not been receipted for payment will not be imported until received/paid.

If Star Accounts cannot find any transactions to be transferred into the Asset Register the following message will appear.

Click '**OK**'.

The following screen will open if transactions are found that have yet to be transferred to the Asset Register.

Transaction Details: The details shown at the top of the screen come directly from the transaction that was flagged as an asset:

Voucher	Dated	Supplier Name	Invoice Number	Purchase Price	Order Number
80747	18/04/2013	RM EDUCATION PLC	DE3168672	£535.20	1647
Details	1U6-342 OVSEWNRMTDSKTPSRVESCALALNGLLICSAPK AYSTUD Paid To: RM EDUCATION PLC			**Quantity**	1

The '**Details**' field within this section is the only field that can be amended to ensure that the asset is given a meaningful description. Any changes made to the description will only be reflected in the Asset Register – the original transaction will not be updated.

If the transaction to be imported comes from an order the '**Quantity**' field should pick up the original number of items ordered, if no quantity can be found this will default to 1.
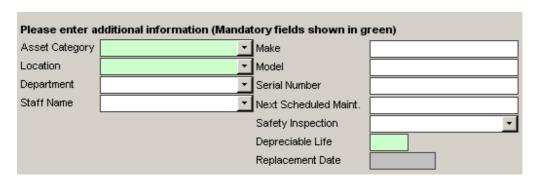
Please Note: The quantity will only be picked up from orders processed for payment after the 5.60 Star Accounts upgrade was installed.

Additional Details: Complete as many of the additional details shown as possible. Any field that is highlighted in green must be completed before the transaction can be transferred to the Asset register.

Please enter additional information (Mandatory fields shown in green)

Asset Category		Make	
Location		Model	
Department		Serial Number	
Staff Name		Next Scheduled Maint.	
		Safety Inspection	
		Depreciable Life	
		Replacement Date	

Asset Category: Select the most appropriate category that the asset falls under from the drop down list.

Asset Category
Location — Art Equipment
Department — Audio Visual Aids
                    Caretaking Equipment
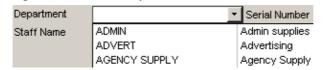
Please Note: Each asset category has a pre-defined 'Depreciable Life' associated with it therefore when the category is selected the 'Depreciable Life' and 'Replacement Date' will be amended.
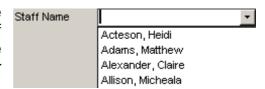
Location: Select a 'Location' from the drop down list.

Location
Department — 001 / HALL
Staff Name — 002 / STORE
                    003 / CORRIDOR
                    006 / ENTRANCE

Department: If you wish to show the asset against a specific department, for example, printers against an ICT department, select it from the drop down list.

Staff Name: If an asset is to be the responsibility of a specific member of staff, or was purchased solely for the use of one member of staff, select their name from the drop down list.

Make: Enter the name of the manufacturer of the asset.

Model: If the asset has a model number enter it here.

Serial Number: If the asset has a unique Serial Number enter it here. This will enable the asset to be accurately traced back to its record if required.

Next Scheduled Maintenance: Enter the date the asset will be required to have its next maintenance for reporting / monitoring purposes.

Safety Checks: Select the type of safety check / maintenance that the asset will be required to undertake from the drop down list.

If an asset will be required to have more than one safety check performed upon it the category chosen should be the **most appropriate** / **important** safety check. For example, electrical items will be required to have PAT testing performed annually but may also fall under the "Fire Equipment Inspection" category, in which case the Fire Equipment check should be selected.

Depreciable Life: Enter the number of months that you expect the asset to be in use for within the school. A figure will be pre-populated in to this field when an 'Asset Category' is selected (see above), however, this can be overtyped if required).

Replacement Date: This field is not manually updatable. A date will be entered into this field when a Depreciable Life is entered. The date entered will be the purchase plus the depreciable life.

Update Asset Register

Click the '**Exit**' key at any point to cancel the transfer from transactions to the Asset Register.

Please Note: This will remove all of the details that have been entered for any transaction that has not been posted to the asset register (see below).

If there are multiple transactions to be posted to the Asset Register please use the scroll buttons at the bottom of the screen to navigate between records:

Go to the first record → | ◄◄ | ◄ | Record 2 Of 5 | ► | ►► | ← Go to the last record

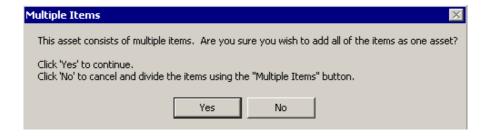Go back 1 record   Go forward 1 record

Post to Asset Register: Once all of the details required have been entered click '**Post to Asset Register**' to update the asset register with the details held on screen.

Post to Asset Register

If any of the mandatory (green) fields has not been completed the process will be cancelled and an error message will be displayed stating the information that is required.

If the current transaction shows a '**Quantity**' that is different to "1" the following message will appear:

Multiple Items

This asset consists of multiple items. Are you sure you wish to add all of the items as one asset?

Click 'Yes' to continue.
Click 'No' to cancel and divide the items using the "Multiple Items" button.

Yes   No

Click '**Yes**' to update the asset register with one record for the multiple items, or '**No**' to cancel the update and use the '**Multiple Item – Divide into Individual Assets**' process (as below).

Please Note: Once the transaction has been posted to the Asset Register the asset flag from the original transaction will be removed to prevent it from being imported again. This means the transaction will no longer appear on the 'Asset' report within the 'Reports' tab (see Section 17, Page 21, of the Star Accounts User Guide).

Multiple Items – Divide into Individual Assets: If the transaction to be posted to the Asset Register consists of multiple items (i.e. the '**Quantity**' is greater than 1) each item can be added as an individual asset using the '**Multiple Item – Divide into Individual Assets**' button.

Multiple Assets

This will create 10 individual asset records for 'Laptop' with a purchase price of £300.00.

Are you sure you wish to proceed?

Yes   No

Click '**Yes**' to continue, or '**No**' to cancel.

The purchase price shown within this message is the 'Purchase Price' divided by the 'Quantity'. If the items purchased have different purchase prices the asset can still be created using this process and the price amended within the detailed asset record.
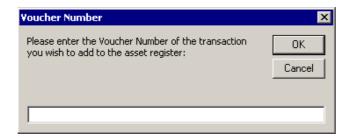
Please Note: Once the transaction has been posted to the Asset Register the asset flag from the original transaction will be removed to prevent it from being imported again. This means the transaction will no longer appear on the 'Asset' report within the 'Reports' tab (see Section 17, Page 21, of the Star Accounts User Guide).

Remove Asset Flag from Transaction: If the transaction shown on screen should not have been flagged as an asset when originally created click '**Remove Asset Flag from Transaction**' to remove it from the current import process.
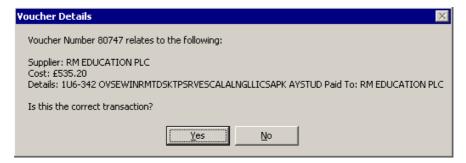
This will also remove the asset flag from the original transaction to ensure that it does not appear in future updates when the "Import Asset Transactions" process is carried out again.

Import Specific Transaction: The '**Import Specific Transaction**' button allows a transaction that exists within Star Accounts, which was not originally flagged as an asset, to be imported into the Asset Register.

Import Specific Transaction

Voucher Number

Please enter the Voucher Number of the transaction you wish to add to the asset register:

OK

Cancel

Enter the voucher number of the transaction you wish to import and click '**OK**'.

Voucher Details

Voucher Number 80747 relates to the following:

Supplier: RM EDUCATION PLC
Cost: £535.20
Details: 1U6-342 OVSEWINRMTDSKTPSRVESCALALNGLLICSAPK AYSTUD Paid To: RM EDUCATION PLC

Is this the correct transaction?

Yes   No

If the details shown are the correct transaction you wish to import click '**Yes**', if not click '**No**' to cancel the process and try again.

Once '**Yes**' is clicked the 'Transaction to Asset Conversion' screen for the requested transaction will open, as per the Import Asset Transactions above.

Complete the required details following the instructions given above then post the transaction to the Asset Register.

Asset Maintenance / Safety Checks

Individual Update: Maintenance / Safety Check details can be entered against a specific asset within its detailed record. From the 'Assets' tab double click the required asset.

Select the '**Maintenance**' tab and complete the record as required.

Date: Enter the date the maintenance was carried out. This cannot be less than the purchase date of the asset.

Description: Enter a brief but meaningful description of the work carried out on the asset (for example "Electrical Testing").

Cost: Enter the cost of the maintenance. This should be the cost attributable to the currently viewed asset. If an invoice was received for multiple assets to be maintained / checked this should be apportioned on a per asset basis.

Performed By: Enter the name of either the company or staff member that carried out the maintenance / check.

Passed: Place a tick in this field if the asset passed the maintenance / safety check.

Next Schedule Maintenance: If the current maintenance / safety check being logged is part of a scheduled maintenance plan this date should be changed to reflect the date the check will next be required.

To delete maintenance records click the '**Delete**' button next to the required record.
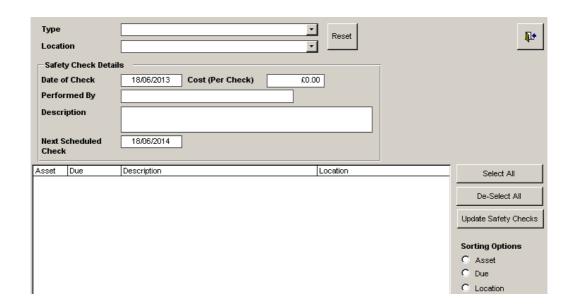
Click the '**Exit**' key once all details have been entered.

Multiple Updates: Maintenance / Safety Check details can be updated against all assets listed with a specific 'Safety Checks' category (and 'Location' if required) from one place.

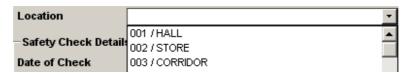From the '**Assets**' tab, click the '**Safety Checks**' button.

Type: Select the required type of safety check / maintenance from the drop down list.

This list only shows those Safety Checks that have been assigned to an asset within the register.

Location: If required a 'Location' can be selected to further filter the list of assets:

Safety Check Details: The details of the maintenance / safety check performed must be entered. These details will be added to the asset record of each selected asset (see below).

Date of Check: Enter the date the maintenance / safety check was carried out. This field will default to today's date when the screen is first opened (or '**Reset**' is clicked).

Cost (Per Check): Enter the cost of the maintenance. This should be the cost attributable to each of the selected assets. If an invoice was received for multiple assets to be maintained / checked this should be apportioned on a per asset basis.

Performed By: Enter the name of either the company or staff member who carried out the maintenance / safety check.

Description: Enter a brief but meaningful description of the work carried out on the asset (for example "Electrical Testing").

Next Schedule Maintenance: If the current maintenance / safety check being logged is part of a scheduled maintenance plan this date should be changed to reflect the date the check will next be required.
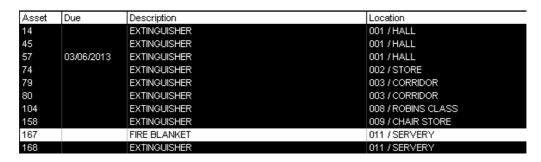
This field will default to one year from today's date when the screen is first opened (or '**Reset**' is clicked).

Click the '**Reset**' button at any point to remove any filters applied, and reset the "Safety Checks Details" to a blank record (which will include changing the 'Date of Check' back to today's date).

Select Assets to Update: Once the "Safety Check Details" have been entered the assets required to be updated should be highlighted within the list of assets at the bottom of the screen, by clicking each required asset.

Asset	Due	Description	Location
14		EXTINGUISHER	001 / HALL
45		EXTINGUISHER	001 / HALL
57	03/06/2013	EXTINGUISHER	001 / HALL
74		EXTINGUISHER	002 / STORE
79		EXTINGUISHER	003 / CORRIDOR
80		EXTINGUISHER	003 / CORRIDOR
104		EXTINGUISHER	008 / ROBINS CLASS
158		EXTINGUISHER	009 / CHAIR STORE
167		FIRE BLANKET	011 / SERVERY
168		EXTINGUISHER	011 / SERVERY

Please Note: Only those assets the **PASSED** the maintenance / safety check should be selected within the asset list.

Select All — Click '**Select All**' if you wish to highlight all of the assets shown in the list.

De-Select All — Click 'De-**Select All**' if you wish to remove the highlights from all of the selected assets.

Sorting Options
○ Asset
○ Due
○ Location

The asset list can be sorted by Asset Number, Date the Maintenance was due or the assets Location by clicking the required sort option.
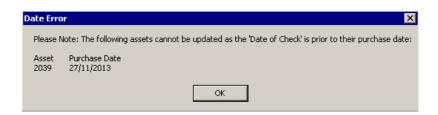
Update Safety Checks — When all the required assets to be updated have been selected, click '**Update Safety Checks**'.

At this point the system will ensure that all required details have been entered. Correct any issues stated, then click '**Update Safety Checks**' again. If there are no issues with the details entered the following message will appear:

Update

Are you sure you wish to update the highlighted assets safety check records?

Yes   No

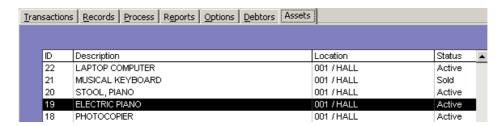Click '**Yes**' to update the records of the selected assets, or '**No**' to cancel.

Please Note: Safety Checks cannot be added to assets where the date of the check is less than the purchase date. If this is the case a message box will appear stating the asset numbers that were not updated:

Date Error

Please Note: The following assets cannot be updated as the 'Date of Check' is prior to their purchase date:

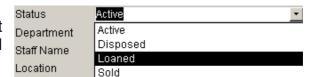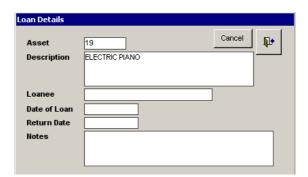| Asset	Purchase Date
2039	27/11/2013

OK

Loaning an Asset

If an asset purchased by the school is to be loaned to a specific person / group (such as musical instruments to pupils) the asset record should be amended accordingly to reflect this loan.

Double click the asset to be loaned within the '**Assets**' tab to view its detailed record.

Change the '**Status**' of the asset from '**Active**' to '**Loaned**'. This will open a 'Loan Details' form.

Asset: This is the asset number of the item to be loaned. This cannot be changed.

Description: This is the description of the asset as shown in the detailed record. This cannot be amended.

Loanee: Enter the name of the person, group or establishment that the item is to be loaned to.

Date of Loan: Enter the date the loan is due to begin. This cannot be prior to the purchase date of the asset.

Return Date: Enter the **expected** return date of the asset, i.e. the date the loan is due to end. For example, if a musical instrument is loaned to a pupil this is likely to be the last day of the term or academic year. This must be greater than the '**Date of Loan**'.

Notes: Enter any notes relevant to the loan. For example, details regarding the condition of the asset at the time it was loaned.

Click the '**Cancel**' button at any point to stop the loan registering process. This will change the assets status back to '**Active**' and close the 'Loan Details' screen.

Click the '**Exit**' button to confirm the loan details and update the assets detailed record. If any of the required details have not been entered error messages will appear once this button is clicked. Please correct any issues stated and click the button again.

If all of the required details have been entered correctly two copies of a Loan Receipt will be printed before the 'Loan Details' screen closes.

Norfolk High School
Norwich Road
AnyTown
Norfolk
NR1 2DL

Tel: 01603 222550
Fax: 01603 222505
Email: office@norfolkschool.norfolk.sch.uk

Loan Receipt for Asset Number 19

Make: TECHNICS
Model: SX-PX73M-EK
Serial Number: Y92A3482
Description: ELECTRIC PIANO

Loanee: Lynne Pooley
Date of Loan: 19/06/2013
Return Date: 24/07/2013
Notes: Small scratch to left hand side

This receipt details the asset loaned, and the loan details entered on screen (dates etc).

These receipts must be signed by a representative of both the school and the loanee, and a copy retained by both parties.

Signed (School)   Signed (Loanee)
Date: 19/06/2013   Date: 19/06/2013

After the loan details have been processed an additional '**Loan**' tab will be appear within the detailed record of the asset, containing the details entered previously.

Please Note: Only active loans will be shown within this tab. If the asset has been loaned on multiple occasions to different loanees those details will only appear within the "Detailed Asset Report" (see Reports below).

Loaned Assets Report: A list of active loaned assets can be viewed by clicking the '**Loaned Assets**' button within the Reports screen (see Reports below).

Loaned Assets Register   Norfolk High School

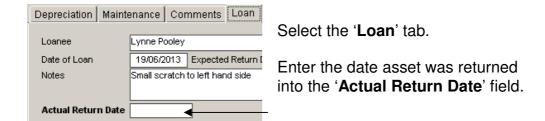| Asset	Description	Date of Loan	Loanee	Expected Return Date	Notes
4	CD MINI SYSTEM	15-Apr-13	Mrs Pedley	**15-Jun-13**	
19	ELECTRIC PIANO	19-Jun-13	Lynne Pooley	24-Jul-13	Small scratch to left hand side
895	Cello	05-Jun-13	Lynden Pedley	24-Jul-13	Large scratch on side from previous loan
919	speakers	01-Jun-13	Rodney Fryer	**03-Jun-13**	Testing

Assets shown within this report with a red '**Expected Return Date**' are assets that are overdue.

Asset Returned: When a loaned asset is returned to the school the date that the asset was returned must be entered into its detailed record.
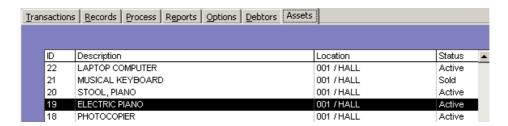

Within the '**Assets**' tab filter the list of assets to loaned asset sonly (by clicking the 'Loaned' option at the bottom of the screen) and then double click the required asset tot view its detailed record.

Select the '**Loan**' tab.

Enter the date asset was returned into the '**Actual Return Date**' field.

This will change the assets status back to '**Active**' and the '**Loan**' tab will disappear from the detailed record.
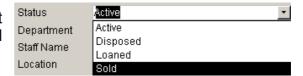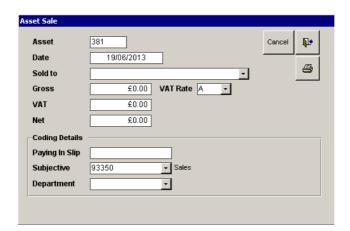
Selling an Asset

If it is decided that an asset is to be sold, following the guidelines described in Section 6 of the Finance Procedures Manual, the asset record must be amended to reflect this.

Double click the asset to be sold within the '**Assets**' tab to view its detailed record.

Change the '**Status**' of the asset from '**Active**' to '**Sold**'. This will open an 'Asset Sale' form.
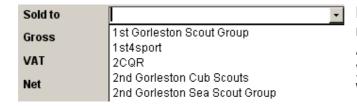

Asset: This is the asset number of the item to be sold. This cannot be changed.

Date: Enter the date the sale was made. This field will default to today's date when the form is opened however this can be overtyped if required.

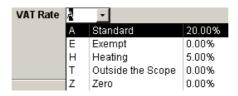**Sold To:** Select the supplier/customer that the asset is being sold to from the drop down list:

Please Note: If the Debtors module is activated within Star Accounts this list will contain your Customers, if not the list will be your Suppliers.

Gross: Enter the gross selling price of the asset (i.e. including VAT). This should be entered as a positive amount. A price of £0.00 can be entered for assets being gifted to another person / group (see below).

VAT Rate: As per Section 6.4.5 of the Finance Procedures Manual "where the school originally claim back VAT when making the purchase they should also account for VAT when making the sale". Therefore, care must be taken to ensure an appropriate VAT Rate is selected from the drop down list.

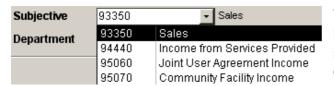| VAT Rate	A	▼	
A	Standard	20.00%
E	Exempt	0.00%
H	Heating	5.00%
T	Outside the Scope	0.00%
Z	Zero	0.00%

VAT: Star Accounts will calculate the amount of VAT to assign to the sale based on the Gross selling price and Vat Rate selected. This cannot be manually amended.

Net: Star Accounts will calculate the net value of the sale by subtracting the VAT calculated from the Gross selling price and Vat Rate selected. This cannot be manually amended.

Paying In Slip: Enter the number of the paying-in slip used to bank the income.

Subjective: The subjective code to record the sale against will default to 93350 (sales) when the screen is opened.

Subjective	93350	▼	Sales
Department	93350	Sales
	94440	Income from Services Provided
	95060	Joint User Agreement Income
	95070	Community Facility Income

This can be amended if required by selecting a different subjective code from the drop down list.

Department: If the asset to be sold is assigned to a specific department this will be automatically to the 'Asset Sale' screen when it is opened.

Department		▼
	ADMIN	
	ADVERT	
	AGENCY SUPPLY	
	ART	

This can be amended if required by selecting a different department code from the drop down list.

Cancel — Click '**Cancel**' at any point when entering the above details to cancel the sale and revert the original asset back to '**Active**'.

Sales with £0.00 Price: An asset, whose ownership is being transferred to another person / group without a cost to the new owners, rather than being disposed, should be entered as a sale with a price of £0.00. This ensures that the asset register accurately reflects what is happening with your assets when they are no longer held at the school.

If the Gross price is £0.00 the following check will appear when either the '**Receipt**' or '**Exit**' button is pressed.

Click '**No**' to cancel or '**Yes**' to continue. If '**Yes**' is clicked the same process as described below will be undertaken, with the exception of an income transaction being created within Star Accounts.

Process Sale without Receipt: After all of the required details, as above, have been entered the sale can be processed. To process the income without printing a receipt, click the '**Exit**' key.

If an income transaction has already been entered to record the sale of the asset (either manually or by processing a payment against an invoice raised to sell the asset) click '**No**' to this message. The assets' status will be amended to Sold but no income transaction will be created. Click '**Yes**' if an income transaction is required.

Process Sale with Receipt: After all of the required details, as above, have been entered the sale can be processed. To process the income and print a receipt for the purchaser, click the '**Receipt**' button.
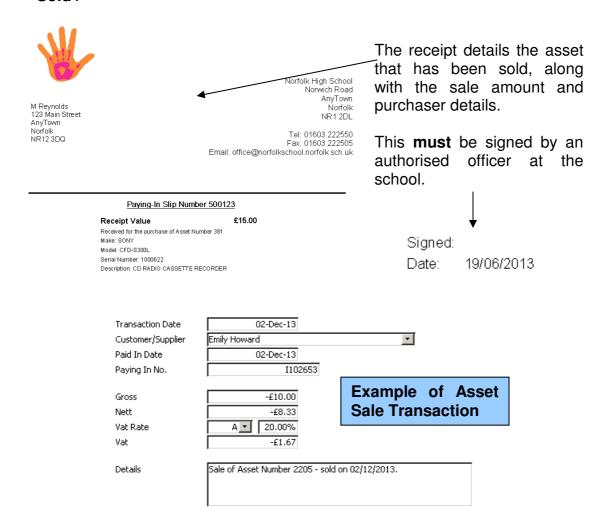
When using the '**Receipt**' function creating an income transaction within Star Accounts is not optional, i.e. an income transaction will be created regardless of whether it has previously been entered.
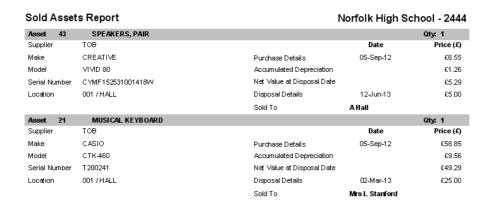

Click '**Yes**' or '**No**' as required.

If '**Yes**' is clicked a receipt will be printed and the assets' status amended to '**Sold**'.

Norfolk High School
Norwich Road
AnyTown
Norfolk
NR1 2DL

M Reynolds
123 Main Street
AnyTown
Norfolk
NR12 3DQ

Tel: 01603 222550
Fax: 01603 222505
Email: office@norfolkschool.norfolk.sch.uk

The receipt details the asset that has been sold, along with the sale amount and purchaser details.

This **must** be signed by an authorised officer at the school.

Signed:
Date: 19/06/2013

Paying-In Slip Number 500123

Receipt Value   £15.00
Received for the purchase of Asset Number 381
Make: SONY
Model: CFD-S300L
Serial Number: 1000622
Description: CD RADIO CASSETTE RECORDER

Transaction Date	02-Dec-13
Customer/Supplier	Emily Howard
Paid In Date	02-Dec-13
Paying In No.	I102653
Gross	-£10.00
Nett	-£8.33
Vat Rate	A 20.00%
Vat	-£1.67
Details	Sale of Asset Number 2205 - sold on 02/12/2013.

Example of Asset Sale Transaction

Sold Assets Report: A list of all assets sold can be viewed by clicking the '**Sold Assets**' button within the Reports screen (see Reports below).

Sold Assets Report   Norfolk High School - 2444

Asset	43	SPEAKERS, PAIR			Qty: 1
Supplier	TOB			Date	Price (£)
Make	CREATIVE	Purchase Details	05-Sep-12		£6.55
Model	VIVID 80	Accumulated Depreciation			£1.26
Serial Number	CYMF152531001418W	Net Value at Disposal Date			£5.29
Location	001 / HALL	Disposal Details	12-Jun-13		£5.00
		Sold To	A Hall		
Asset	21	MUSICAL KEYBOARD			Qty: 1
Supplier	TOB			Date	Price (£)
Make	CASIO	Purchase Details	05-Sep-12		£58.85
Model	CTK-460	Accumulated Depreciation			£9.56
Serial Number	T200241	Net Value at Disposal Date			£49.29
Location	001 / HALL	Disposal Details	02-Mar-13		£25.00
		Sold To	Mrs L Stanford		

This report is sorted in descending order by the date the asset was sold (disposed) – i.e. the most recent sales will be shown first within the report.
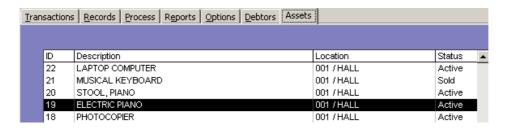
Asset Disposal

If it is decided that an asset is to be disposed, following the guidelines described in Section 6 of the Finance Procedures Manual, the asset record must be amended to reflect this.

Sale or Disposal? Whether an asset needs to be marked as sold or disposed is dependant on whether any income is to be generated from its disposal or whether ownership of the asset is being transferred to another person / group.

If income is to be generated from disposing of the asset it should be sold (as per instructions above). If no income is to be generated but ownership of the asset is being transferred to another person / group (i.e. the asset is being free of charge to another person / group) it should be sold with a price of £0.00.
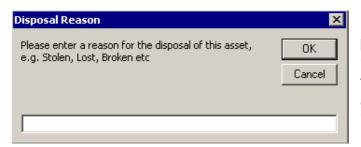
If an asset is not being transferred to another person or group, i.e. it is to be thrown away because it is no longer in a working condition or is not repairable, then it should be marked as disposed.

Double click the asset to be sold within the '**Assets**' tab to view its detailed record.

Change the '**Status**' of the asset from '**Active**' to '**Disposed**'.

Enter a reason for the asset being disposed and click '**OK**'. Click '**Cancel**' to stop the disposal and reset the assets status back to '**Active**'.

Disposed Assets Report: A list of all disposed assets can be viewed by clicking the '**Disposed Assets**' button within the Reports screen (see Reports below).
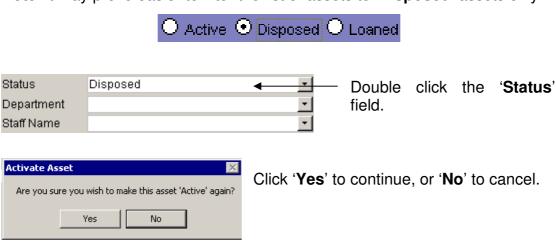

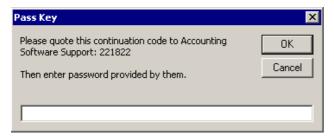**Disposed Assets Report**   **Norfolk High School - 2444**

Asset 9	OHP			Qty: 1
Supplier	TOB		Date	Price (£)
Make	APOLLO CTI	Purchase Details	05-Sep-12	£26.25
Model	L24	Accumulated Depreciation		£10.35
Serial Number	98091275	Net Value at Disposal Date		£15.90
Location	001 / HALL	Disposal Details	20-Jun-13	£0.00

Reason For Disposal: Glass broken, replacement part no longer manufactured

Reactivate a Disposed Asset

If an asset is mistakenly marked as '**Disposed**' its status can be changed to '**Active**' again within the detailed assets view.

From the '**Assets**' tab double click the disposed asset to be reactivated. **Note**: it may prove easier to filter the list of assets to '**Disposed**' assets only:

○ Active ⦿ Disposed ○ Loaned

Status	Disposed	←
Department		
Staff Name		

Double click the '**Status**' field.

Activate Asset

Are you sure you wish to make this asset 'Active' again?

Yes   No

Click '**Yes**' to continue, or '**No**' to cancel.

Pass Key

Please quote this continuation code to Accounting Software Support: 221822

Then enter password provided by them.

OK   Cancel

Telephone Accounting Software Support to obtain the password required. Enter the password and click '**OK**'.
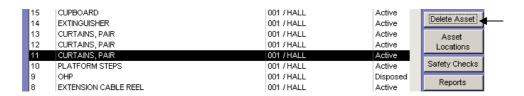
When the correct password is entered the assets' status will revert to '**Active**'.

Please Note: '**Deleted**' or '**Sold**' assets cannot be reactivated.

Delete Assets

Once an asset has been created within the Asset Register it cannot be removed. If an asset has been incorrectly entered it can be marked as '**Deleted**' to stop the asset appearing in reports / update screens.

From the '**Asset**' tab highlight the asset to be marked as '**Deleted**' (by single clicking it), and then click '**Delete Asset**'.
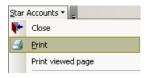

Click '**Yes**' to mark the asset as deleted, or '**No**' to cancel the process.

Asset Reporting

Printing Reports

For any reports showing a Printer button simply click the button to print.

To print any report where no printer button appears on screen select the Star Accounts dropdown, then click '**Print**'.

To print only the page currently being viewed on screen select the Star Accounts dropdown, then click '**Print viewed page**'.

Printing to PDF

If you wish to print a report to PDF press **Ctrl** and **P** on the keyboard. If the currently viewed report has an associated filter form (such as the BCR) or the Print Options form (as below) the following message may appear:

Click '**Yes**' if the stated report is the one required, or '**No**' if it is incorrect.

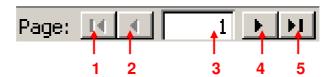Browse in the location that the report is to be saved to then click '**OK**'.

After the report has been printed and saved, the folder containing the report will open on screen.

Please Note: The reports will be saved with the Report Name and as at today's date.

Viewing Multi-Page Reports

When viewing reports in Star Accounts only one page of the report is shown on screen. To scroll through subsequent pages you can either use the **Page Up** and **Page Down** keys on your keyboard or the scroll buttons in the bottom left hand corner of the report:
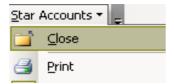
Page: [|◄] [◄] [1] [►] [►|]
       1   **2**   **3**   **4**   **5**

1 = Go back to first page of the report
2 = Go back one page
3 = Current Page Number
4 = Go forward one page
5 = Go to the last page of the report

Please Note: **If these buttons cannot be clicked the report is only one page long. Overtyping the Current Page Number with another number will jump to the typed page number after pressing the Enter key.**
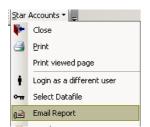
Exiting Reports

For any reports showing an Exit button simply click the button to exit the report.

To exit any report where no exit button appears on screen select the Star Accounts dropdown, then click '**Close**'.

Emailing Reports

This process will only work if Microsoft Outlook is installed on the Computer being used.
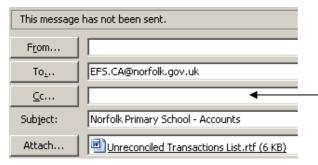
If you wish to email a report, you will need to be viewing the required report on screen. From the Star Accounts dropdown select '**Email Report**'.

You will then be prompted for an email address. The default email address for reports is the Schools Finance Team (efs.fso@norfolk.gov.uk).

Enter the required email address and click '**OK'**.

If you leave this field blank and click '**OK'** the email will still open.
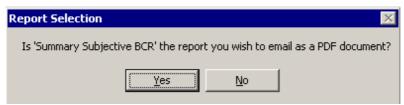
An email should then appear with the requested report as an attachment. The subject line will be entered automatically and the email address will appear in the "To" field (if one was entered).

Please Note: Any report emailed from within Star Accounts will be sent in a "Rich Text Format" (rtf). This means that the reports will not email exactly as they appear on screen. Any formatting such as highlighting in bold, any lines or any pictures will not be shown on the exported file.

Alternatively: If your school has Microsoft Office Document Image Writer, or any similar programme that saves electronic copies of your printing (e.g. PDF Creator) you can simply select to print the order using this software (via the printers button on the Main Menu – see Section 1, Page 6) and then attach the file that is created to an email.
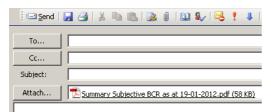
Emailing PDF Reports

If you wish to print a report to PDF and then email it press **Ctrl** and K on the keyboard. If the currently viewed report has an associated filter form (such as the BCR) or the Print Options form (as below) the following message may appear:
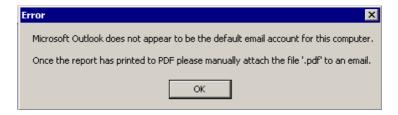
Click '**Yes**' if the stated report is the one required, or '**No**' if it is incorrect.

After clicking '**Yes**' Star Accounts will assess whether the computer has Microsoft Outlook as the default email account. If Microsoft Outlook is the default email provider on the computer an email will open with the PDF report attached.
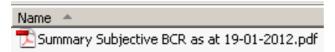
Enter the required email address and any other details as required, and then click '**Send**'.

If Microsoft Outlook is not the default email provider on the computer the following message will appear:

Click '**OK**'. If Microsoft Outlook is not the default email provider for the computer the process for printing the report to PDF will be followed. After the report has been printed and saved, the folder containing the report will open on screen.
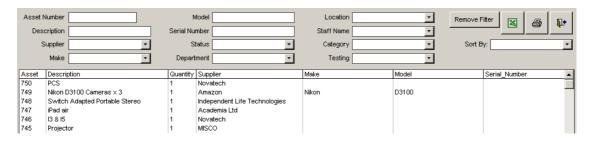

Please Note: The reports will be saved with the Report Name and as at today's date.

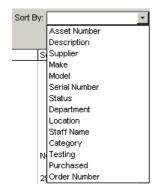This report can then be manually attached to an email.

Find Assets

From the '**Assets**' tab click the '**Find Asset**' button.   [Find Asset]

Within this screen select the required details relating to the asset from any of the drop down boxes shown. For example, to find a laptop select 'Computer Equipment' from the '**Category**' drop down list.
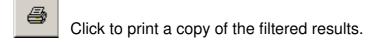
The default sorting order for the asset list is by Asset Number in descending order (i.e. the newest assets at the top of the list). If you wish to change this select the required field in the '**Sort By**' drop down list.

Please Note: If an asset number is entered as the search criteria all other filters applied will be removed.

[Remove Filter]   Click '**Remove Filter**' to return to the full list of assets.

[icon]   Click to export the filtered results to an Excel spreadsheet.

[icon]   Click to print a copy of the filtered results.

[icon]   Click to exit.

Detailed Asset Report

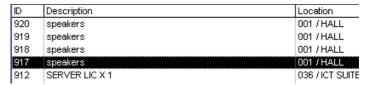A report showing all information held within the Asset Register for a specific asset can be viewed by clicking the '**Print**' button within an assets detailed record.
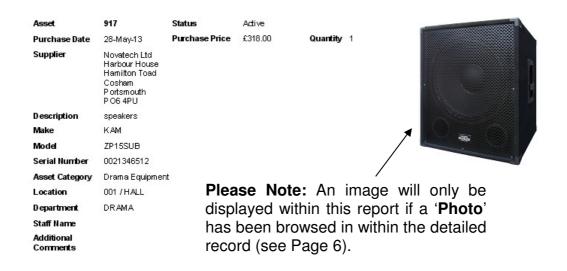
From the '**Assets**' tab double click the required asset.

ID	Description	Location
920	speakers	001 / HALL
919	speakers	001 / HALL
918	speakers	001 / HALL
917	speakers	001 / HALL
912	SERVER LIC X 1	036 / ICT SUITE

·

| Status | Active |
| Department | DRAMA |

Click '**Print**'

The first section of the '**Detailed Asset Report**' gives general details about the asset, i.e. purchase price, supplier, Location etc.

Asset	917	Status	Active		
Purchase Date	28-May-13	Purchase Price	£318.00	Quantity	1
Supplier	Novatech Ltd Harbour House Hamilton Toad Cosham Portsmouth PO6 4PU				
Description	speakers				
Make	KAM				
Model	ZP15SUB				
Serial Number	0021346512				
Asset Category	Drama Equipment				
Location	001 / HALL				
Department	DRAMA				
Staff Name					
Additional Comments					

Please Note: An image will only be displayed within this report if a '**Photo**' has been browsed in within the detailed record (see Page 6).

The next section gives the financial information relating to the asset, i.e. depreciation to date, net value, replacement details etc.

Depreciation Details

Purchase Details		Life	Depreciation Details		Net	Salvage	Replacement Details	
Date	Price	(Months)	Annual	To Date	Value	Value	Date	Price
28-May-13	£318.00	236	£16.17	£1.04	**£316.96**	£0.00	28/05/2033	£280.00

The next section provides the details of all safety checks and maintenance logged against the asset (along with the date the next maintenance is expected).

Maintenance History

| | | | | Next Scheduled Maintenance | 03-Jun-14 |

Ref	Type	Date	Details	Performed By	Cost	Pass
4	Drama Equipment Inspection	03-Jun-13	PAT Testing	James Stanford	£1.45	☑

The next section lists any instances where the asset was loaned to a third party, sorted in ascending order by '**Date of Loan**'.

Loan History			Expected Return	Actual Return	
Ref	Loanee	Date of Loan	Date	Date	Notes
6	Gorleston Brownies	01-Jun-13	04-Jun-13	04-Jun-13	Borrowed for Fundraising Event

Please Note: If the asset is currently loaned to a third party this will be denoted by the '**Loanee**' field being highlighted in bold.

If the asset has been sold, or disposed, the details of the disposal / sale will also be shown within this report.

Sale:

Disposal / Sale Details

Disposal / Sale Date	Sold To (if applicable)	Depreciation Charged	Net Value at Disposal	Disposal Proceeds	Reason
12/06/2013	A Hall	£1.26	£5.29	£5.00	Sold

Disposal:

Disposal / Sale Details

Disposal / Sale Date	Sold To (if applicable)	Depreciation Charged	Net Value at Disposal	Disposal Proceeds	Reason
20/06/2013		£10.35	£15.90	£0.00	Glass broken, replacement part no longer manufactured

Reports

From the '**Assets**' tab click the '**Reports**' button.

Asset Reports

Asset Reporting

Inventory Report   Specific Location

Loaned Assets

Sold Assets

Disposed Assets

Replacement Report

Safety Report   Specific Safety Check
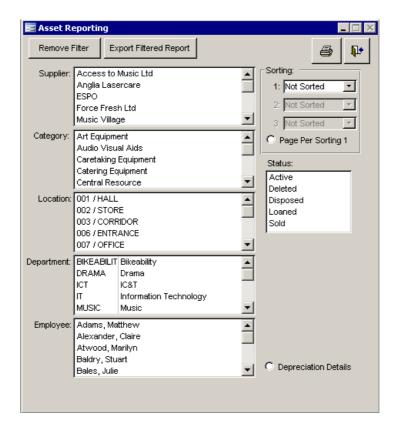
Asset Reporting

From the 'Asset Reporting' screen click '**Asset Reporting**'

Asset	Description	Price	No.	Purchase Date	Supplier	Location	Category	Staff Name	Status
923	Testing What Happens When the description of an asset goes over three lines long Musical Instruments X 15	£1,500.00	1	05/06/2013	Access to Music Ltd	Music Room	Music Equipment	Adams, Matthew	Active
920	speakers	£318.00	1	28/05/2013	Novatech Ltd	001 / HALL	Drama Equipment		Active
919	speakers	£318.00	1	28/05/2013	Novatech Ltd	001 / HALL	Drama Equipment		Loaned
918	speakers	£318.00	1	28/05/2013	Novatech Ltd	001 / HALL	Drama Equipment		Active

This report can be filtered to show specific assets using the various options as shown below.

Highlight the criteria required by clicking it. The report behind this screen will then automatically filter to the requested criteria. More than one criterion can be selected in any category, and criteria in more than one category can be selected at any time.

Click '**Remove Filter**' to view all assets held within the Asset Register.

Page per Sorting 1

If you wish to add a page break between filtered results to aid in the printing and distribution of reports these can be added by clicking the '**Page Per Sorting 1**' option. Filter the report to show the data required and then sort the report, using the sorting options in the top right hand corner.

For example, if a report showing the all assets held in specific locations is required, select the required Locations and then sort by '**Location**' (as below):

By selecting the criteria as above, and selecting '**Page Per Sorting 1**', will produce reports for each selected location with a page break between each department.

Sorting options 2 and 3 can also be used; however, the page break will be added after the subtotal for Sorting Option 1.

Depreciation Details

To view additional financial information relating to the assets within this report select the '**Depreciation Details**' in the bottom right hand corner of the filter options.
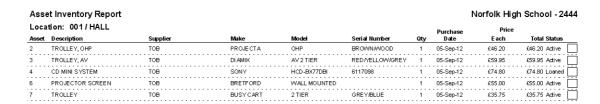
The field shown to the right of the 'Purchase Price' within the report will be replaced with the financial details of the asset as below (depreciation charges, Net Value etc).

Price	No.	Purchase Date	Life (Months)	Replacement Date	Replacement Cost	Annual Depreciation	Depreciation To Date	Net Value	Disposal Date	Status
£1,500.00	1	05/06/2013	72	05/06/2019	£1,500.00	£250.00	£10.55	£1,489.45		Active
£318.00	1	28/05/2013	240	28/05/2033	£318.00	£15.90	£1.02	£316.98		Active
£318.00	1	28/05/2013	240	28/05/2033	£318.00	£15.90	£1.02	£316.98		Loaned
£318.00	1	28/05/2013	240	28/05/2033	£318.00	£15.90	£1.02	£316.98		Active

Inventory Report

The Inventory report shows all current assets held within the Asset Register per "Location".

This report can be used when undertaking an asset audit, as a tick box has been included to mark that the asset still exists in the specified location.

Please Note: This report contains all locations held within the Asset Register to which an asset has been assigned.

To view / print an inventory report for a specific location click the '**Specific Location**' button, and then select the required '**Location**' from the drop down list.

Loaned Assets Report

A list of active loaned assets can be viewed by clicking the '**Loaned Assets**' button.

Assets shown within this report with a red '**Expected Return Date**' are assets that are overdue.

Sold Assets Report

A list of all assets sold can be viewed by clicking the '**Sold Assets**' button.

This report is sorted in descending order by the date the asset was sold (disposed) – i.e. the most recent sales will be shown first within the report.

Disposed Assets Report

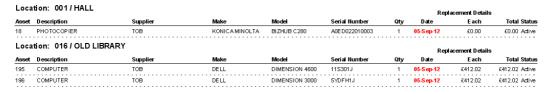A list of all disposed assets can be viewed by clicking the '**Disposed Assets**' button.

Replacement Report

All assets entered into the Asset Register will be assigned a replacement date based on the 'Purchase Date' and 'Depreciable Life' of the asset.

This report will show all assets due for replacement within the next 9 months (270 days), and those where the 'Replacement Date' has been exceeded (highlighted in red within the report).

Safety Report

To view a report listing all assets assigned to a specific safety check / maintenance category click the '**Safety Report**' button.

'**Next Scheduled Maintenance**' dates highlighted in red within report indicate overdue safety / maintenance checks.

Please Note: This report is split between each safety check category assigned, with a page break between each category. If an asset was created without a safety check category (which is not a mandatory field) these assets will be shown within the first pages of this report against the category "*** NO SAFETY CHECK CATEGORY ASSIGNED ***" (as below). Therefore, you may need to scroll through several pages before reaching the first actual safety check.

To view this report for a specific safety check click the '**Specific Safety Check**' button, and then select the required category from the drop down list.